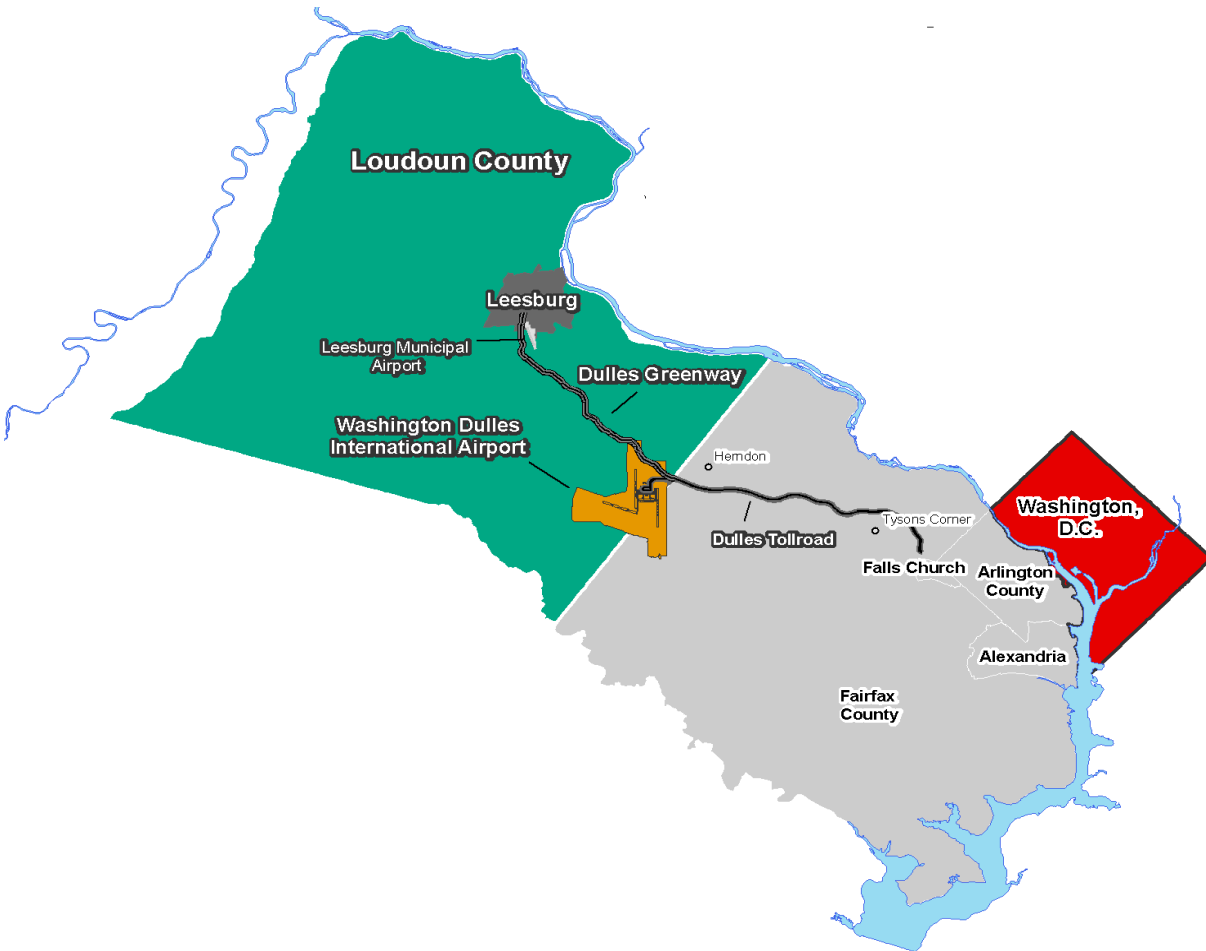


# The Guide for Doing Business in Loudoun County



**LOUDOUN**  
**VIRGINIA USA**  
Economic Development

A Publication of the Loudoun  
County Department of  
Economic Development

Last Updated: 10/7/10

## Table of Contents

|                                                                                                  |    |
|--------------------------------------------------------------------------------------------------|----|
| Introduction .....                                                                               | 3  |
| Initial Business Considerations .....                                                            | 5  |
| Step One: Determine Business Entity Type .....                                                   | 9  |
| Step Two: Register with the Virginia State Corporation Commission.....                           | 13 |
| Step Three: Determine if You Need to Obtain a Federal Employer Identification Number (EIN) ..... | 16 |
| Step Four: Determine if You Will be Liable for Virginia Unemployment Tax .....                   | 17 |
| Step Five: Registration Requirements for the Virginia Department of Taxation .....               | 18 |
| Step Six: Apply for Federal, State and Local Business Licenses .....                             | 22 |
| Step Seven: Contact other State Agencies to Determine Which Licenses or Permits Apply .....      | 26 |
| Step Eight: Select a Location and Obtain Appropriate Permits .....                               | 31 |
| Step Nine: Develop a Business Plan .....                                                         | 36 |
| Step Ten: Determine Your Financing Source .....                                                  | 38 |
| Private Individuals and For-Profit Organizations: .....                                          | 38 |
| Government Agencies: .....                                                                       | 39 |
| Nonprofit Agencies: .....                                                                        | 45 |
| Step Eleven: Hiring Employees .....                                                              | 51 |
| Other Considerations .....                                                                       | 55 |
| Quick Reference .....                                                                            | 56 |

## Introduction

We're glad you're considering Loudoun County as your business location. We developed this publication to make the process of establishing your business presence here easier. We hope you find it helpful and look forward to working with you to ensure a smooth transition and success in your endeavors.

The guide lays out the seven steps to starting a business in Loudoun County. Its intention is to serve as a general outline of requirements; it is not meant as a substitute for regulations and requirements set in federal, state and county codes. Also, you can expect that exceptions exist to the process described here. Please contact the federal and state agencies and county departments and offices that apply to your business for complete and current information for your particular circumstances.

### Overview of Loudoun County

Located 25 miles west of Washington, D.C., in Northern Virginia, Loudoun County is one of the fastest growing jurisdictions in both the region and the country. Those who live and work here enjoy a prosperous economy, a rich heritage and quality-of-life amenities found in few other places.

- The county is comprised of 517 square miles (330,000 acres), with seven incorporated towns, 13 villages and approximately two dozen planned communities.
- Loudoun County is part of the dynamic Washington, D.C. metropolitan region, the fifth largest metro area in the United States.
- The region's five million residents represent a tremendous market and provide a residential and employment base that is among the strongest in the nation in terms of purchasing power and technical skills.
- Loudoun County is located less than an hour from Washington, D.C. and Capitol Hill, giving business leaders quick access to the nation's policy makers and to unique federal government support opportunities.

**Tip:** Loudoun County has seen unprecedented growth in the past 10 years, both in people and in business presence. Between 2000 and 2010, our population grew by 70%, from 170,000 to 290,000. By 2020 the county is projected to grow to over 350,000.



Washington Dulles International Airport's eastern Loudoun location makes it possible for travelers to reach virtually any destination in the world within one day. Loudoun businesses and residents can also take advantage of Leesburg Executive Airport, Ronald Reagan Washington National Airport or Baltimore-Washington International Airport, which are all close by.



Loudoun is home to a number of tourist- and leisure-related attractions and is close to hundreds more. In addition to Washington, D.C. and the metropolitan area, residents and visitors have quick and easy access to the Blue Ridge Mountains; the Chesapeake Bay; Shenandoah Valley; Virginia, Maryland, and Delaware beaches; ski resorts in Virginia, Maryland, West Virginia, and Pennsylvania; and other popular metropolitan areas such as Baltimore, Maryland; Philadelphia, Pennsylvania; and New York City.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Business Demographics at a Glance

Loudoun's more than 18,000 businesses represent a broad range of industries, professions and trades, including agriculture, tourism, telecommunications, information technologies, aerospace and biotechnology, and just about everything in between. In addition, the county's businesses range in size from one to several thousand employees. While the county is home to many large corporate campuses, the majority of Loudoun's businesses have fewer than 25 employees.

Businesses choose Loudoun for a number of reasons: unique and plentiful business location options and amenities; business development and growth support; proximity to Washington Dulles International Airport, the D.C. metropolitan region and the world; a highly educated workforce; and quality-of-life assets that let employees work where they live.

More than 2,000 businesses establish a presence in Loudoun County each year. The number of jobs in the county has grown by 70 percent since 2000. In addition, the Census Bureau reported that there were 154,811 residents age 16 and over in the workforce in 2008, of whom 44% worked in Loudoun.

Loudoun remains one of the fastest growing counties in America. From the year 2000 to 2008, the county will have grown from 169,000 people to over 281,000. Loudoun County also benefits from a high level of income among its residents. All of Loudoun's demographic information is available by viewing the *Annual Growth Summary* on our website: [www.biz.loudoun.gov](http://www.biz.loudoun.gov).

Loudoun County also evaluates its business taxation policies regularly to ensure that we continue to provide an environment that is advantageous for new business growth as well as expansion and retention. Some of the benefits of Loudoun's taxation policies include:

- An enviable depreciation schedule on business personal property, based on 50 percent of cost the first year and decreasing 10 percent per year, to 10 percent the 5th year and thereafter.
- Business, professional, and occupational license taxes for research and development, software development, and business services that are among the lowest in the region.

## Comparative Local Tax Rates Loudoun County and Northern Virginia Jurisdictions, 2010 (per \$100 of assessed value)

| Tax               | Loudoun<br>County | Alexandria | Arlington<br>County | Fairfax County | Prince William<br>County |
|-------------------|-------------------|------------|---------------------|----------------|--------------------------|
| Real Property     | \$1.30            | \$0.978    | \$0.958             | \$1.09         | \$1.236                  |
| Machinery & Tools | \$2.75            | \$4.50     | \$5.00              | \$4.57         | \$2.00                   |
| Personal Property | \$4.20            | \$4.75     | \$5.00              | \$4.57         | \$3.70                   |
| Aircraft          | \$0.01            | \$4.75     | \$5.00              | \$0.01         | \$0.00                   |

## BPOL (Business and Occupational License)

### Gross Receipts

|                        |        |        |        |        |        |
|------------------------|--------|--------|--------|--------|--------|
| Wholesale              | \$0.05 | \$0.05 | \$0.08 | \$0.04 | \$0.05 |
| Research & Development | \$2.75 | \$4.75 | \$5.00 | \$4.57 | \$1.00 |
| Business Services      | \$0.17 | \$0.35 | \$0.35 | \$0.19 | \$0.21 |

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

|                       |        |        |        |        |        |
|-----------------------|--------|--------|--------|--------|--------|
| Professional Services | \$0.33 | \$0.58 | \$0.36 | \$0.31 | \$0.33 |
| Retail                | \$0.17 | \$0.20 | \$0.20 | \$0.17 | \$0.17 |

Below are some of the accolades received by Loudoun County:

- #1 "America's Richest Counties" Forbes.com
- #1 Digital County Government
- #1 Most Farm Wineries in Virginia
- #3 Population Growth 2000 to 2008
- #3 Largest Equine Industry in the US
- #4 "Best Places to Get Ahead," Forbes.com
- #4 "Where the Jobs Are," CNNMoney.com
- #9 2008 Annual Job Growth
- #10 2008 Annual Population Growth
- #24 Adult Population with Bachelors Degree or Higher
- Second most towns (7) of any county in Virginia
- #31 Town of Leesburg: Forbes, "Best Place to Live & Launch a Business"
- One of only 24 US Counties to receive AAA Bond-Rating from all three major ratings agencies
- Over 46,000 new jobs created since 2000 (52% job growth)
- More than 50% of the world's Internet traffic passes through Loudoun (U.S. News & World Report, April, 2009)

## Initial Business Considerations

Starting and owning your own business is a challenging endeavor, but growing your business and prospering are the ultimate rewards. Making the decision to start a business requires you to determine whether you have the skills, knowledge and dedicated commitment to operate it successfully. Many books and websites are available to help you examine whether you have what it takes or can develop the skills necessary to own a successful business.

The Loudoun Small Business Development Center (SBDC) is a nonprofit that exists to help people start and grow their business through seminars and one-on-one counseling. It is highly recommended that you visit the SBDC at the very beginning of the process of starting a business. Click here to visit their website to see the classes and workshops currently being offered: [www.loudounsbdc.org](http://www.loudounsbdc.org)



21145 Whitfield Place, Suite 104  
Sterling, VA 20165  
703-430-7222

### Examine your personal characteristics and preferences.

Following are some of the questions you should ask yourself before making the decision to move forward:

#### Why do you want to start a business?

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

You may want to be your own boss; have a flexible work schedule; expand your professional skills and knowledge; or increase your income, among other things. Examine your answers closely and think about what you may have to give up if you start your own business. For example, you likely will forego the security of a paycheck and be challenged by long-term uncertainty as it relates to income generated by your business. Is this a reasonable and feasible concession? For a useful tool in analyzing your aptitude for starting a small business visit:

<http://gosmallbiz.com/esurvey/default.aspx>

## **Are you a “people person?”**

Owning a successful business depends on your ability to lead and make decisions; plan and budget; sell yourself and your business; and interact well with people. Is this your personality and do you enjoy these types of activities?

## **Are you willing and able to make personal and financial sacrifices?**

Owning your own business is not always glamorous. In fact, many employees enjoy better working conditions than business owners. As a business owner, are you prepared to work 12- to 16-hour days, seven days a week (including holidays) to do what it takes to grow your business? Are you prepared to lose your personal financial investment if your business fails? Are you prepared to give up secure income and change your lifestyle until your business “turns the corner” financially?

If you are not secure enough financially to quit your present job as you start your new business, you may want to consider starting your new business on-the-side while you continue working for your present employer. Your current job may also provide you with a steady source of income that can help you when attempting to secure start-up capital for your new business.

## **Do you have the skills you need?**

What is your background and training? In many cases, operating your own business requires skills that go beyond your immediate expertise. You have to have bookkeeping, financial and accounting skills, marketing and management skills, regardless of whether these are the core skills for your business. In addition, successful businesses offer their customers unique skills, products, and/or services that set them apart from their competition. Do you have what it takes to do that?

## **Internet Businesses**

The internet is an increasingly popular method of doing business. It allows the business owner to operate without having a brick-and-mortar location to conduct business. By applying for a home-occupied business permit, you may be able to legally operate your business from your home and conduct transactions via the internet. Contact the Small Business Development Center, the town you reside in, and/or Loudoun County to get counseling and follow the necessary steps to legally conduct business from your home via the internet.

When choosing where to locate your business, consider what kind of internet support you will require. Different internet service providers are available depending on your location in the county.

## **Decide what you need in a business location.**

Businesses have a wide range of site locations from which to choose in Loudoun County. From modern suburban facilities in the east to rural acreage in the west and historic town settings in between, businesses have a rare opportunity to match their locations to their business types, which adds to their growth potential.



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Loudoun's Three Geographies:



### Eastern Loudoun (Suburban)

Businesses located in eastern Loudoun are neighbors to some of the most innovative companies and enterprises in the world. Considered the pulse of corporate and high-tech enterprise and an emerging global biotechnology cluster, eastern Loudoun offers the site choices and amenities that characterize a successful suburban business setting:

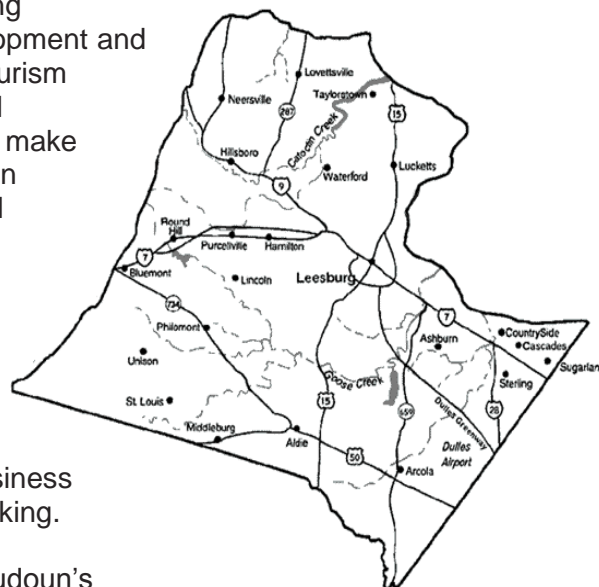
- Approximately 9,000 acres zoned for office/industrial development, with small and large parcels available, both in fully infrastructured business parks and as stand-alone properties.
- Many speculative development projects, including office, flex and industrial buildings.
- Competitive land prices for build-to-suit projects, with parcels available in sizes ranging from one to 1,000 acres.
- Highly competitive rental rates for existing office and industrial properties.



### Loudoun's Incorporated Towns

Loudoun's seven historic towns offer a broad range of zoning classifications; unique buildings that are perfect for redevelopment and preservation projects; and an established and flourishing tourism audience. These towns encourage business growth that will preserve the historic, architectural and natural qualities that make each unique. From elegant bed-and-breakfasts to equestrian support and retail and a variety of professional services and boutique shops, Loudoun's towns support a variety of businesses in quaint settings.

Loudoun's towns provide great opportunities for start-up and small businesses. Especially for businesses that rely on the internet for sales or that are not location dependent, they offer price points that may not be found in eastern parts of the county. Many towns have their own business association that can help you get exposure and with networking.



**Tip:** If you are considering a business location in one of Loudoun's incorporated towns, different requirements, regulations, and zoning ordinances apply. Your first step in doing business in an incorporated town is to contact the town to find out what specific requirements, regulations, and zoning ordinances apply to you. Contact information for each of the towns can be found in the Quick Reference section at the end of this document.



### Western Loudoun (Rural)

Loudoun County's history is marked by a thriving agricultural presence. The county's rural economy is built on much more than traditional farming, however. It is characterized by a wide variety of agricultural enterprises and is bolstered by the majority of Loudoun's tourist attractions, wineries, bed-and-breakfasts and country inns, small retail and service establishments, home-based businesses, and light industry.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

Most of Loudoun's 160,000 rural acres lie in the western part of the county. Having this much open space situated within a major metropolitan area makes Loudoun unique and provides opportunities for businesses that can contribute to the county's rural economy, including equestrian enterprises; vineyards; Christmas tree farms; fruit and vegetable producers; nurseries; niche farming enterprises; biotechnology activities; and cattle farms, among others.



## Step One: Determine Business Entity Type

**NOTE: This section is designed only to provide you with a basic description of each legal structure. It is NOT designed to give you legal advice. Loudoun County cannot be held responsible for any legal issues you encounter. Therefore, it is STRONGLY recommended that before you begin doing business you consult with an attorney familiar with business law who is licensed to practice in the State of Virginia.**

As you plan your new business, you'll have to decide how you want to structure it legally. This decision is critical, since the legal structure affects your company's taxation and liability as well as its management and decision-making structure.

In general, businesses fit into one of five basic types:

- Sole Proprietorships
- General Partnerships
- Limited Partnerships
- Limited Liability Companies
- Corporations

### **Sole Proprietorship**

A sole proprietorship is the simplest business structure because you don't have to take any special legal steps to get started. Bookkeeping and tax preparation for sole proprietorships are simple as well. As a sole proprietor, you and your business are the same for income tax reporting purposes. In addition, you do not pay yourself a salary as such, because your profits (if any) are considered to be your "salary."

As a sole proprietor, you are liable financially and legally for everything. Also, as a sole proprietor, you can but don't have to register a trade name for your business.

### **General Partnership**

A general partnership is a relationship between two or more persons who team up to operate a business. Partnerships have the advantage of combining the resources or skills of two or more people into one enterprise. One partner, for example, might serve as the source of needed start-up capital, while another brings unique technical expertise to the business.

A written partnership agreement is almost always a practical necessity, as each partner will contribute varying amounts of money, property, labor and skills. The agreement should describe each partner's responsibilities, explain how profits and losses will be divided, and detail what will happen if one partner leaves by choice, death or discord. It may be beneficial to use an attorney to develop your partnership agreement.

Partnerships must file a federal income tax return but do not pay tax; each partner's share of profits or losses is included in his or her personal income tax return. Partners are personally responsible for all of the partnership's legal and financial liabilities.

### **Limited Partnership**

Limited Partnerships are formed to obtain additional funds for a general partnership. In this structure, the general partners retain control over the partnership management and continue to be liable for all debts. The limited partners, on the other hand, invest money or property in the

business and are entitled to share in the profits, while their liability is limited to the extent of their investment.

## Limited Liability Company (LLC)

A limited liability company, commonly called an “LLC,” is a business structure that fits somewhere between a sole proprietorship or partnership and a corporation. Like owners of sole proprietorships or partnerships, LLC owners report business profits or losses on their personal income taxes returns; the LLC itself is not a separate taxable entity.

Like a corporation, however, LLC owners are generally protected from personal liability for business debts and claims – a feature known as “limited liability.” This means that if the business owes money or faces a lawsuit, only the assets of the business itself are at risk. Creditors normally cannot reach the personal assets of the LLC owners, such as a house or car. (Both LLC owners and corporate shareholders can lose this protection by acting illegally, unethically or irresponsibly.)

For these reasons, many people say the LLC combines the best features of either a sole proprietorship or a partnership and the corporate business structures.

## Corporation

The advantages and disadvantages of incorporating are numerous and complex. They take into account issues related to business duration; capital formation; income distribution and retention; liability protection; ownership transfer; taxation; and legal costs. Many businesses incorporate to take advantage of the liability protection it affords. Using an attorney to incorporate is not legally mandatory, but most experts recommend doing so. Corporations have permanence; unlike partnerships or sole proprietorships, corporations cannot be dissolved easily. There are two types of corporations:

- **S-corporations**, which pass profits or losses through directly to the shareholders, much like partnerships; and
- **C-corporations**, which are legal entities distinct from their owner or owners.
- **Stock corporations** are organized for profit and can issue stock shares to raise capital.
- **Non-stock corporations** are organized for purposes other than to make a profit and cannot issue stock shares.

In addition, corporations are classified as “stock” or “non-stock” and “domestic” or “foreign,” and may be classified as “professional.”

- **Professional corporations** consist of groups of people authorized to perform certain professional services within a corporate structure. Virginia law limits these professional services to such occupations as physicians, accountants and attorneys. A complete list of professional services is available online from the *Virginia Business Registration Guide* at:  
<http://www.scc.virginia.gov/clk/brq.aspx>

- **Domestic corporations** are both stock and non-stock corporations created under Virginia law.
  - **Foreign corporations** are stock and non-stock corporations created under the laws of another state or country.
- Legal Entities – General Advantages & Drawbacks\***

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

| Type of Entity                  | Main Advantages                                                                                                                                                                                                                                                                                     | Main Drawback                                                                                                                                                                                                                                                                                                              |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sole Proprietorship             | Simple and inexpensive to create and operate<br><br>Owner reports profit or loss on his or her personal tax return                                                                                                                                                                                  | Owner personally liable for business debts.                                                                                                                                                                                                                                                                                |
| General Partnership             | Simple and inexpensive to create and operate.<br><br>Owners (partners) report their share of profit or loss on their personal tax returns                                                                                                                                                           | Owners (partners) personally liable for business debts.                                                                                                                                                                                                                                                                    |
| Limited Partnership             | Limited partners have limited personal liability for business debts as long as they don't participate in management.<br><br>General partners can raise cash without involving outside investors in management of business.                                                                          | General partners personally liable for business debts.<br><br>More expensive to create than general partnership.<br><br>Suitable mainly for companies that invest in real estate.                                                                                                                                          |
| Limited Liability Company (LLC) | Owners have limited personal liability for business debts even if they participate in management.<br><br>Profit and loss can be allocated differently than ownership interests.<br><br>IRS rules now allow LLCs to choose between being taxed as a sole proprietorship/partnership or a corporation | More expensive to create than partnership or sole proprietorship.<br><br>State law for creating LLCs may not reflect latest federal tax changes.<br><br>LLCs are a relatively new business form and the laws are still evolving.                                                                                           |
| Regular Corporation             | Owners have limited personal liability for business debts.<br><br>Fringe benefits can be deducted as a business expense.<br><br>Owners can split corporate profit among owners and corporation, paying lower overall tax rate.                                                                      | More expensive to create than partnership or sole proprietorship.<br><br>Paperwork can seem burdensome to some owners.<br><br>Separate taxable entity.                                                                                                                                                                     |
| S Corporation                   | Owners have limited personal liability for business debts.<br><br>Owners report their share of corporate profit or loss on their personal tax returns.<br><br>Owners can use corporate loss to offset income from other sources.                                                                    | More expensive to create than partnership or sole proprietorship.<br><br>More paperwork than for a limited liability company which offers similar advantages.<br><br>Income must be allocated to owners according to their ownerships interests.<br><br>Fringe benefits limited for owners who own more than 2% of shares. |

## Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

|                          |                                                             |                                                                                                                                                                            |
|--------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Corporation | Owners have no personal liability for malpractice of others | More expensive to create than partnership or sole proprietorship<br><br>Paperwork can seem burdensome to some owners<br><br>All owners must belong to the same profession. |
|--------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*Source: FindLaw for Small Business – <http://smallbusiness.findlaw.com>

## Step Two: Register with the Virginia State Corporation Commission

To register with the State Corporation Commission, you must first determine your business entity type. Next, refer to the list below to determine if you are required to file with the State Corporation Commission and to identify those forms you must complete.

|                                               |                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sole Proprietorship</b>                    | You do not need to file with the State Corporation Commission or with the Clerk of the Circuit Court. However, see the assumed name filing requirements on the next page.                                                                                                                          |
| <b>General Partnership</b>                    | Partnership statements may be filed with the State Corporation Commission. Complete a <i>Statement of Partnership Authority</i> (Form UPA-93) and file with the Commission. A duly authenticated copy of a Statement that is filed in an office in another state may be filed with the Commission. |
| <b>Limited Partnership</b>                    | Complete a <i>Certificate of Limited Partnership</i> (Form LPA-73.11) and file it with the State Corporation Commission                                                                                                                                                                            |
| <b>Foreign Limited Partnership</b>            | Complete and <i>Application For Registration of Foreign Limited Partnership</i> (Form LPA-73.54) and file it with the State Corporation Commission                                                                                                                                                 |
| <b>Stock Corporation</b>                      | Complete <i>Articles of Incorporation</i> (Form SCC 619) and file them with the State Corporation Commission                                                                                                                                                                                       |
| <b>Nonstock Corporation</b>                   | Complete <i>Articles of Incorporation</i> (Form SCC 819) and file them with the State Corporation Commission                                                                                                                                                                                       |
| <b>Professional Corporation</b>               | Complete <i>Articles of Incorporation</i> (Form SCC 544) and file them with the State Corporation Commission                                                                                                                                                                                       |
| <b>Foreign Corporation</b>                    | Complete an <i>Application for a Certificate of Authority to Transact Business in Virginia</i> (Form SCC 759/921) and file it with the State Corporation Commission                                                                                                                                |
| <b>Domestic Limited Liability Company</b>     | Complete <i>Articles of Organization</i> (Form LLC-1011) and file them with the State Corporation Commission                                                                                                                                                                                       |
| <b>Professional Limited Liability Company</b> | Complete <i>Articles of Organization for a Professional Limited Liability Company</i> (Form LLC-1103) and file them with the State Corporation Commission                                                                                                                                          |
| <b>Foreign Limited Liability Company</b>      | Complete an <i>Application for Registration as a Foreign Limited Liability Company</i> (Form LLC-1052) and file it with the State Corporation Commission                                                                                                                                           |
| <b>Business Trust</b>                         | Complete <i>Articles of Trust</i> (Form BTA-1212) and file them with the State                                                                                                                                                                                                                     |

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Corporation Commission

**Foreign Business Trust** Complete and *Application for Registration as a Foreign Business Trust* (Form BTA-1242) and file it with the State Corporation Commission

### Assumed or Fictitious Business Name:

If business is conducted in Virginia under a name other than the legal business name, an assumed or fictitious name certificate must be filed in the Office of the Clerk of the Circuit Court in each country or city where business is to be conducted. In addition, if the entity is a limited partnership, a limited liability company, or a corporation, it must obtain a copy of each fictitious name certificate, attested by the Clerk of the Circuit Court where the original was filed, and file it with the Clerk of the State Corporation Commission.

A new business incorporating in Virginia must file its articles of incorporation with the Virginia State Corporation Commission (SCC) and pay a filing fee. All corporations, limited liability companies and limited partnerships must register with the SCC. Exceptions are general partnerships, which register with the Loudoun County Clerk of the Circuit Court, and sole proprietorships, which do not register unless they are using an assumed or fictitious name. (Note: A fictitious name is any name for which you do business other than your own. For example, a tire shop name "Robyn's Tire Shop" rather than Robyn's given name is a fictitious name and it must be registered with the Clerk of the Circuit Court.)

In addition, stock corporations must pay a charter fee based on the number of authorized shares. Finally, if your business is incorporated outside Virginia but you want to do business in the Commonwealth, you must obtain a "Certificate of Authority to Transact Business in Virginia" from the SCC Clerk's Office.

### Contacting the SCC:

The addresses and telephone numbers for the Clerk's Office of the State Corporation Commission are listed below. These should be used if there are questions about registering a corporation, a general partnership, a limited partnership, a business trust, or a limited liability company and to obtain forms from the State Corporation Commission.

#### Mailing Address:

State Corporation Commission  
Post Office Box 1197  
Richmond, VA 23218-1197

Tel: 804-371-9733

Website: [www.scc.virginia.gov](http://www.scc.virginia.gov)

#### Street Address:

State Corporation Commission  
Tyler Building, First Floor  
1300 East Main Street  
Richmond, VA 23219

Toll-Free in Virginia: 866-722-2551

In addition to registering with the Clerk's Office as a corporation, general partnership, limited partnership, business trust or limited liability company, you may need to contact one or more of the divisions of the State Corporation Commission listed below to comply with other laws.

- **Bureau of Financial Institutions – 804-371-9657.** For state chartered banks, trust companies, savings and loan associations, industrial loan associations, credit unions, mortgage lenders and brokers, consumer finance companies, financial institution holding companies, money order sellers, nonprofit debt counseling agencies and check cashers.
- **Bureau of Insurance – 804-371-9741.** For insurance companies and agents, prepaid legal and health service plans, health maintenance organizations, premium finance

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

companies, continuing care providers, home protection companies, automobile clubs, viatical settlement providers and multiple employer welfare providers.

- **Communications – 804-371-9420.** For local exchange telephone companies, intrastate long distance companies, and private pay telephone providers.
- **Energy Regulation – 804-371-9611.** For gas and electric companies, electric cooperatives and companies furnishing water or sewerage facilities, heat, chilled water and chilled air.
- **Public Service Taxation – 804-371-9679.** For the assessment of all property of electric, gas, water and telecommunication companies, state license tax on electric, gas and water companies, rolling stock of certificated motor vehicle carriers of passengers, and the special regulatory revenue taxes on public service companies.
- **Public Utility Accounting – 804-371-9950.** For public service companies and gas and electric companies that issue and/or dispose of assets and/or securities.
- **Utility and Railroad Safety – 804-371-9980.** For the “Miss Utility” program and railroads.
- **Securities and Retail Franchising – 804-371-9051.** For publicly offered securities, broker-dealers, securities salesmen, financial planners and investment advisors, retail franchises and intrastate trademarks and service marks.
- **Uniform Commercial Code (Clerk’s Office) – 804-371-9733 or 866-722-2551 Toll-free in Virginia.** For financing statements, amendments, termination statements, assignments and releases by secured parties under the UCC-secured transactions; for notices of tax liens against corporations and partnerships under the Uniform Federal Lien Registration Act.

The first step to registering your business should be to speak with the Loudoun County Office of the Commissioner of the Revenue to determine which licenses and registrations you need. Call 703-777-0260 or visit [www.loudoun.gov/cor](http://www.loudoun.gov/cor)

## Register Your Trade Name

This procedure registers the business name and the owner’s name and address for public record, as required by the Code of Virginia (Section 59.1-69). Virginia Consumer Protection law requires that all fictitious business names for sole proprietors, partnerships and corporations be registered with the appropriate Clerk of the Circuit Court.

For Loudoun County businesses, contact:

### Loudoun County Clerk of the Circuit Court

18 E. Market Street  
Leesburg, VA 20176  
Telephone: (703) 777-0270  
[www.loudoun.gov/clerk/](http://www.loudoun.gov/clerk/)



### Step Three: Determine if You Need to Obtain a Federal Employer Identification Number (EIN)

You are required by law to obtain a federal EIN if you meet one or more of the following conditions:

- You are a sole proprietor with at least one employee or Keogh Plan.
- Your business is a general partnership or a limited partnership.
- Your business is a corporation.
- Your business is a limited liability company.
- You are a new owner of an existing business which is required to use a federal EIN. (The federal EIN of a former owner cannot be used.)
- You change your form of business from a sole proprietor to a partnership or a corporation. The partnership or corporation must obtain its own federal EIN.
- Certain nonprofit organizations (churches, clubs, etc.), estates, and trusts are required to obtain a federal EIN. Contact the Internal Revenue Service to determine if you are required to obtain a federal EIN.

You can apply for an employer identification number on-line at the Internal Revenue Service's website found below.

The online service immediately issues a new EIN, eliminating the paperwork and 4-10 day wait. The easiest way to find the on-line EIN application is to type "EIN" in the IRS keyword search on the home page.

#### **Internal Revenue Service Contact Information**

Telephone: (703) 756-6663

Toll-free: (800) 829-4933

[www.irs.gov](http://www.irs.gov)

### Step Four: Determine if You Will be Liable for Virginia Unemployment Tax

Your business is subject to Virginia unemployment tax if one or more of the following conditions are met:

- Your business has at least one employee (ten for agricultural business) for some portion of any day, in each of 20 different weeks in a calendar year.
- Your business has \$1,500 in total gross quarterly payroll (\$20,000 agricultural business or \$1,000 for domestic labor) in any calendar quarter.
- Your business has acquired a business subject to the tax.
- Your business is a governmental operation or political subdivision.
- Your business is a nonprofit organization and has four or more employees for some portion of a day during any 20 different weeks in a calendar year in Virginia.

If your business is subject to Virginia unemployment tax based on the above criteria, then you need to complete the Virginia Employment Commission *Report to Determine Liability for State Unemployment Tax* (Form VEC-FC-27). You can download the latest version of this form from the Virginia Employment Commissions' web site: [www.vec.virginia.gov](http://www.vec.virginia.gov).

### Step Five: Registration Requirements for the Virginia Department of Taxation

Every company transacting business in Virginia must register with the Department of Taxation for all taxes that may apply to the operation of the business. You may register your business either online at the agency's web site or by completing and mailing a registration form.

When you register online you can also register with the Virginia Employment Commission at the same time you register your business with the Department of Taxation. To register online, visit: [www.tax.virginia.gov](http://www.tax.virginia.gov).

**Corporation Income Tax – 804-367-8037.** Corporations conducting business in Virginia or receiving income from Virginia sources must file a corporation income tax return. The following exceptions apply:

- Public service corporations (other than railroads)
- Insurance companies; and
- Corporations not conducted for profit, which are exempt from federal income tax.

**Pass-Through Entity Return Of Information – 804-367-8037.** Effective for taxable years beginning on or after January 1, 2004, every pass-through entity (PTE) doing business in Virginia or having income from Virginia sources is required to file a return of income for each taxable year with the Department of Taxation. Pass-through entities include Subchapter S corporations, general partnerships, limited partnerships, limited liability partnerships (LLPs), limited liability companies (LLCs), electing large partnerships and business trusts. A pass-through entity is any entity that is recognized as a separate entity for federal income tax purposes and the owners of which report their distributive or pro rata shares of the entity's income, gains, losses, deductions and credits on their own income tax returns. A single-member LLC that is disregarded as a separate entity for federal income tax purposes will be similarly treated for Virginia income tax.

**Employer Income Tax Withholding – 804-367-8037.** If wages are paid to one or more employee(s), the employer is required to withhold state income tax from those wages and remit the tax to the Department of Taxation.

**Retail Sales Tax – 804-367-8037.** Retail sales are defined as sales of tangible personal property to any person for any purpose other than for resale. If retail sales of tangible personal property are made in Virginia during the regular course of business, sales tax must be collected on the gross receipts and sent to the Department of Taxation. The tax must be collected from customers by separately showing the amount of tax and adding it to the price.

**Use Tax/Consumer Use Tax – 804-367-8037.** An out-of-state vendor who engages in business in this state as a dealer is required to register and to collect and pay the tax on all taxable tangible personal property sold or delivered for storage, use or consumption in this state. Such dealers must file returns and perform all other duties required of dealers in this state. In addition, the use tax applies to tangible personal property used, consumed or stored in Virginia, but purchased outside the state that would have been subject to sales tax if purchased in this state. The use tax also applies to purchases, leases or rentals made in Virginia if the sales tax was not paid at the time of purchase, lease or rental.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

**Litter Tax – 804-367-8037.** This tax does not apply to individual consumers. This tax is imposed on every business in the state that, on January 1 of the taxable year, was engaged as the manufacturer, wholesaler, distributor, or retailer of the following products: food for human or pet consumption; groceries; cigarettes and tobacco products; soft drinks and carbonated waters; beer and other malt beverages; wine; newspapers and magazines; paper products and household paper; containers made of glass or metal; plastic, or fiber containers made of synthetic material; cleaning agents and toiletries; non-drug drugstore sundry items; distilled spirits; and motor vehicle parts.

**Tire Recycling Fee – 804-367-8037.** The fee is levied for each new tire sold at retail in Virginia. The fee may be passed on to the retail customer if separately stated.

**Dealers Aircraft Sales and Use Tax – 804-786-2450.** This tax is paid by the aircraft dealer upon the gross receipts derived from the rental or lease of aircraft in Virginia. Enter the Virginia commercial fleet aircraft license number (assigned by the Virginia Department of Aviation), the date issued and the expiration date. Also enter the number of aircraft owned during the preceding calendar year. To qualify for the dealer's exclusion under the Virginia Aircraft Sales and Use Tax Act, the dealer must own five or more aircraft during the calendar year.

**Aircraft Consumer Use Tax – 804-786-2450.** This tax is imposed upon the purchaser of any aircraft sold in Virginia, and upon the user of any aircraft not sold in Virginia, if required to be licensed by the Department of Aviation for use in Virginia.

**Motor Vehicle Fuel Sales Tax – 804-367-8037.** This tax is imposed in certain Northern Virginia localities on the retail sale of motor fuels.

**Vending Machine Sales Tax – 804-367-8037.** This tax is imposed on dealers placing vending machines through which they sell tangible property.

**Watercraft Sales & Use Tax – 804-367-8037.** This tax is imposed upon the purchaser of any watercraft sold in Virginia, and upon the user of any watercraft not sold in Virginia, if required to be titled with the Department of Game and Inland Fisheries for use in Virginia.

**Corn Assessment – 804-786-2450.** This assessment is levied on corn produced for sale in Virginia. The handler (including any farmer who sells his or her corn out of state) is responsible for payment of the assessment. It is deducted from payments to farmers for corn purchased.

**Cotton Assessment – 804-786-2450.** An assessment is levied on any cotton sold in Virginia. The handler is responsible for deducting the assessment from payments for cotton purchased from the owner. For purposes of this tax, "handler" means a commercial enterprise which gins cotton.

**Egg Excise Tax – 804-786-2450.** This assessment is levied on shell eggs and egg products sold or consumed in Virginia. The handler of such eggs is responsible for collecting and remitting the tax. Generally, the last handler who sells eggs to a Virginia retailer or food service establishment is liable for the tax.

**Forest Products Tax – 804-786-2450.** This tax is levied on every person in Virginia engaging in the business of manufacturing, shipping, or severing timber or any other forest products from the soil for sale, profit or commercial use.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

**Peanut Excise Tax – 804-786-2450.** An excise tax is levied on peanuts grown and sold in Virginia for processing. The processor is liable for the payment of the tax on all peanuts such processor purchases. A processor is defined as any person, individual, corporation, partnership, trust, association, cooperative, and any and all other business units, devices and arrangements that clean, shell or crush peanuts.

**Sheep Assessment – 804-786-2450.** This is an assessment levied on sheep and lambs sold in Virginia. The handler (defined as an operator of a stockyard, livestock dealership, slaughter house, packing plant, or livestock auction market or any person or business entity making a purchase from a producer at the point at which the sheep or lamb is sold or traded) is responsible for the payment of tax on all sheep and lambs. The assessment must be deducted by the handlers from payments to owners of the sheep and lambs.

**Small Grains Assessment – 804-786-2450.** This is an assessment on all sales of wheat, barley, rye and oats produced in Virginia. The handler of small grains who purchases such grains produced in Virginia shall deduct from payments made to the farmer the amount of the assessment and remit this amount to the Department of Taxation. The term “handler” includes any farmer who transports and sells his own grain out of state.

**Soft Drink Excise Tax – 804-786-2450.** This tax is levied on every wholesaler or distributor of carbonated soft drinks in Virginia.

**Soybean Assessment – 804-786-2450.** The first buyer (whoever pays the producer -country elevator, terminal, processor, seedsman, trucker, or extruder) is responsible for collecting a soybean assessment from the producer. First-buyers will be required to collect on all soybeans purchased (provisions are in place to identify soybeans checked-off at previous sale point) regardless of the state of origin.

**Other Tobacco Products Tax – 804-786-3503.** This tax is imposed on every wholesale dealer within Virginia selling any tobacco product to a retail dealer located within the Commonwealth or selling any tobacco product to institutional, commercial, or industrial users located in the Commonwealth. Chain store distribution centers or houses that distribute any tobacco products to their stores for sale at retail are deemed to be a wholesale dealer selling to a retail dealer. In addition, the tax is imposed on all retail dealers for each package of tobacco product purchased from a wholesale dealer located outside Virginia, which has not registered to collect the tax. Please check with your wholesale dealer before you register.

In addition to the taxes listed above, you may be liable for any of the miscellaneous taxes listed below. To register for the following miscellaneous taxes, you must contact the Department of Taxation.

Bank Franchise Tax  
Public Facilities Tax

Cigarette Tax Public  
Special Fuel Tax

Forms and additional information may be obtained at the department’s main and Norfolk district office. A list of the Department of Taxation addresses is shown below. Most Virginia tax forms are available by connecting to [www.tax.virginia.gov](http://www.tax.virginia.gov).

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Offices of the Department of Taxation

### Main Office:

Customer service hours are from 8:30 a.m. to 4:30 p.m.

Monday through Friday

Tenemos servicios disponible en Español

### Mailing Address

Virginia Department of Taxation  
Office of Customer Services

P.O. Box 1115

Richmond, VA 23218-1115

### Norfolk District Office

6340 Center Drive, Suite 101

Norfolk, VA 23502

Phone: 757-455-3810

### Street Address

Virginia Department of Taxation

3600 West Broad Street

Richmond, VA 23230-4915

Phone: 804-367-8037

### Forms Request Unit:

Virginia Department of Taxation

Forms Request Unit

P.O. Box 1317 Richmond, Virginia 23218-1317

Richmond Area: (804) 440-2541

Fax: (804) 236-2759

Internet: [www.tax.virginia.gov](http://www.tax.virginia.gov)

## Step Six: Apply for Federal, State and Local Business Licenses

Depending on your business type, you will have to obtain various registrations and licenses. We suggest that new business owners visit the Loudoun County Office of the Commissioner of the Revenue to discuss the business with a tax representative who can review all the necessary paperwork. In addition, check with the appropriate government agencies to determine which registrations and licenses you need. Some businesses, including wineries and others selling alcohol, require both federal and state licenses. Others, including financial institutions, utility companies and communications providers, must contact the Virginia State Corporation Commission to comply with additional laws. For more complete information, **refer to the Virginia Business Registration Guide** at <http://www.scc.virginia.gov/clk/brg.aspx>.

The following is an overview of the steps you need to take to apply for licenses and registrations:

### Obtain a Loudoun County Business and Professional Occupational License (BPOL)

#### Fill Out the Business Tax Declaration Form

Loudoun County and its towns assess Business and Professional Occupation License (BPOL) taxes on gross receipts generated from business activity. BPOL tax rates vary according to business classification. If your business is located within one of the county's seven incorporated towns, you will need to obtain a business license from that town. If your business is not located within one of the towns, you will get your business license from the county. Your business classification determines status (for tax purposes) and rates. As a general rule, gross receipts are attributed to exercise of a licensable privilege at a definite place of business. There may be exceptions in some cases, for example contractors or itinerant vendors. It is possible that you will need to obtain business licenses from each jurisdiction in which you do business. Please talk to your CPA or contact the Loudoun County Commissioner of the Revenue to determine requirements.

Each year, you will receive a renewal form from each jurisdiction that requests information about your business' gross receipts from the preceding year. It is your responsibility to complete and return these renewal forms by the required filing dates.

To obtain a Loudoun County business license, contact:

#### **Loudoun County Commissioner of the Revenue**

1 Harrison Street, SE

Leesburg, VA 20175

Telephone: (703) 777-0260 (V/TTY)

[www.loudoun.gov/cor](http://www.loudoun.gov/cor)

To obtain a business license within one of Loudoun's incorporated towns see the contact information in the Quick Reference section at the end of this document.

#### **Business Tangible Property Tax**

All businesses located in Loudoun County or in one of the county's seven incorporated towns must register with the Loudoun County Commissioner of the Revenue and pay taxes on tangible



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

personal property, whether they need a county business license or not. Every January, Loudoun businesses receive renewal forms requesting information about the tangible personal property of the organization. If the business is located in one of Loudoun's incorporated towns, the county and town personal property tax assessments will both be based on this information. It is your responsibility to complete and return all forms by the required filing dates.

## Contact Other Government Agencies to Register for Applicable Licenses and Permits

Some business activities have additional county and state regulations for reasons of public health, safety and welfare. Depending on your business, a number of other Virginia agencies may require you to obtain a license or permit. Three examples are described below:

**1. The Virginia Department of Professional and Occupation Regulation** licenses more than 300,000 individuals and businesses in more than 30 occupations. Contact the department for a complete list. Telephone: (804) 367-8500

[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

**2. The Virginia Alcoholic Beverage Control Board** requires businesses involved in the production, distribution, storage, transportation and/or sale of alcoholic beverages to be licensed. Telephone: (804) 213-4400

[www.abc.virginia.gov](http://www.abc.virginia.gov)

**3. The Virginia Department of Agriculture and Consumer Services** issues licenses and enforces Virginia food laws that relate to most commercial food processing, storage and retail operations. Telephone: (804) 786-2373

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

Check with the following agencies to determine whether registrations apply to your business:

### Loudoun County Animal Control

Telephone: (703) 777-0406

[www.loudoun.gov/animals](http://www.loudoun.gov/animals)

### Loudoun County Department of Environmental Health

Telephone: (703) 777-0234

<http://www.loudoun.gov/Default.aspx?tabid=645>

### Loudoun County Department of Fire and Rescue Services

Telephone: (703) 777-0333

[www.loudoun.gov/fire](http://www.loudoun.gov/fire)

### Virginia Department of Agricultural and Consumer Services

Telephone: (804) 371-8200

<http://www.vdacs.virginia.gov/>

### Virginia Department of Environmental Quality

Telephone: (804) 698-4000

[www.deq.virginia.gov](http://www.deq.virginia.gov)

### Virginia Department of Labor and Industry

Telephone: (804) 371-2327

[www.doli.virginia.gov](http://www.doli.virginia.gov)

### Loudoun County Department of Building and Development

Telephone: (703) 777-0397

[www.loudoun.gov/b&d](http://www.loudoun.gov/b&d)

### Loudoun County Department of Family Services

Telephone: (703) 777-0353

[www.loudoun.gov/dss](http://www.loudoun.gov/dss)

### Loudoun County Sheriff's Office

Telephone: (703) 777-0407

[www.loudoun.gov/sheriff](http://www.loudoun.gov/sheriff)

### Virginia Department of Education

Proprietary Schools

Telephone: (804) 225-2848

[www.pen.k12.va.us](http://www.pen.k12.va.us)

### Virginia Department of Health Professions

Telephone: (804) 662-9900

[www.dhp.virginia.gov](http://www.dhp.virginia.gov)

### Virginia Department of Professional and Occupational Regulation

Telephone: (804) 367-8500

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

**LOUDOUN**  
COUNTY VIRGINIA  
[biz.loudoun.gov](http://biz.loudoun.gov)

Board of Contractors, Tradesman Program

Telephone: (804) 367-8511

[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

One of the questions asked most frequently by entrepreneurs wanting to open a retail business is, "How do I get a reseller's license?" In fact, there is no such thing as a reseller's license in Virginia. Retailers must obtain a business license in the town, city or county where the business will operate. The "reseller's license" is actually the Virginia Department of Taxation's Form ST-10, "Sales and Use Tax Certificate of Exemption," which exempts retailers from paying sales tax on products to be "resold" to the public.

For more information, contact:

Virginia Business Information Center

Toll-free (866) 248-8814

[www.dba.virginia.gov/virginia](http://www.dba.virginia.gov/virginia)

## **The following are subject to additional regulations: Business Occupations, Professions, and Trades:**

Accountants, Architects, Asbestos/Lead Workers, Auctioneers, Barbers, Boxers/Wrestlers, Branch Pilots, Career Training Schools, Cemetery Companies and Sales, Personnel, Contactors/Tradesman, Cosmetologists, Electricians, Geologists, Health Professions, Hearing Aid Specialists, Heating/Ventilation/Air Conditioning and Gas Fitting Workers, Home Inspectors, Interior Designers, Land Surveyors, Landscape Architects, Nail Technicians, Opticians, Peddlers and Solicitors, Plumbers, Polygraph Examiners, Professional Engineers, Real Estate Appraisers, Real Estate Brokers and Salespeople, Soil Scientists, Tourist Establishments, Water and Sewer Systems, Waste Management Facility Operators, Waste and Wastewater Works Operators, Wax Technicians.

## **Obtain a Small Business Tax Kit**

The Small Business Administration makes a small business tax kit available online. In addition, the IRS website includes a variety of forms and publications for small businesses. For more information, contact:

## **U.S. Small Business Administration**

Telephone: (800) 827-5722

[www.sba.gov](http://www.sba.gov)

## **Obtain Business Insurance**

Without business insurance, you could lose your entire business in a matter of minutes. Of course, deciding what kind(s) of insurance you need is both important and complex. In making decisions about business insurance, consider the various types of protection available; services and coverage offered by competing insurance providers; and cost, among other factors.

Some forms of insurance are required by law. Workers' compensation (for companies with three or more employees) and vehicle insurance, for example, are mandatory. Other types of insurance are optional. These include:

- **Liability Insurance**, which protects your business from negligence suits.

- **Casualty Insurance**, which protects your business from casualty resulting from fire, theft, robbery, and storm, wind and flood damage. Casualty insurance can cover your business inventory, equipment, structure and contents.
  - **Business Interruption Insurance**, which protects against loss of income while the business is temporarily closed because of fire, power loss and other causes.
  - **Life and Disability Insurance**, which insures an owner or partner against death or long-term disability. Life and disability insurance may help the business survive if a key person becomes unable to perform his or her duties. Insurance proceeds can enable the remaining partner(s) to buy the disabled or deceased partner's share of the business; and
- Group Health Plans**, which are generally more affordable than individual insurance and therefore make an attractive fringe benefit when recruiting employees. The federal government may legislate significant changes in the way health insurance is paid for and administered. Consult an insurance professional for the most current rules and for guidance on the best approach for your business.

**Tip:** Agricultural businesses should deal with insurance firms that understand liability for on-farm visitors that are open to the public. This is especially true for farms included frequently on tours and for horse farms.

### Step Seven: Contact other State Agencies to Determine Which Licenses or Permits Apply

You may need to contact other state agencies or boards. Below is a list of state agencies which administer particular licenses, permits or have other registration requirements for various occupations and business activities in Virginia.

**Department of Agriculture and Consumer Services – 804-786-2373.** Registers charitable organizations that intend to solicit contributions in Virginia. Enforces Virginia food laws which relate to most commercial food processing, storage and retail operations. Registers every pesticide manufactured, distributed, sold, offered for sale, used or offered for use in Virginia.

**Alcoholic Beverage Control Board – 804-213-4400.** Licenses businesses involved in the production, distribution, storage, transportation and/or sale of alcoholic beverages. Enforces Virginia alcoholic beverage control laws and operates state liquor stores.

**Department of Aviation – 804-236-3624.** Licenses aircraft and airports.

**State Board of Bar Examiners – 804-786-7490.** Examines and licenses attorneys-at-law and reviews applications for admission to the Virginia Bar pursuant to Rule 1A:1 of the Rules of the Supreme Court of Virginia.

**State Certified Seed Board – 540-231-5299.** (Cooperative Extension Service of Virginia Polytechnic Institute and State University of Blacksburg.) Certifies agricultural and vegetable seed and potato tubers.

**Department of Conservation and Recreation – 804-786-1712.** Manages contracts for concessions in Virginia state parks. Regulates and issues Operations & Maintenance certificates and permits to dam owners. Issues the General Permit for Discharge of Stormwater from construction activities.

**Department of Corrections – 804-674-3000.** Regulates and approves community group homes and other private residential facilities for offenders who are in the state's care.

**Department of Environmental Quality – 804-698-4000.** Issues pollution control permits to facilities that generate air emissions or water discharges, or store or dispose of solid or hazardous waste.

**Department of Education – 804-225-2020.** Accredits, licenses, or regulates private schools (elementary, secondary, nursery schools, trade, technical, business, and correspondence schools, and schools for the handicapped).

**Department of Forestry – 434-977-6555.** Licenses and regulates the use of state forests and forest reserves including mineral exploration. Develops and administers forest management plans for state owned lands. Provides reforestation assistance to landowners.

**Department of Game and Inland Fisheries – 804-367-1000.** Regulates the taking, possession, and sale of wild animals, birds, and freshwater fish and endangered species of any form of wildlife. Licenses shooting preserves, fur farming and dealing, hunting dog trails, commercial trout rearing, fishing, seine hauling, breeding and raising game birds and animals,

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

game bird and animal exhibits, and stuffing and mounting of birds and animals. Also titles and registers motorboats, licenses watercraft dealers, regattas and boat races, and drilling and dredging in the Back Bay area.

## Department of General Services – 804-786-6152.

- **Division of Consolidated Laboratory Services – 804-648-4480.** Inspects and certifies laboratories testing milk, drinking water, and police speed detection devices.
- **Division of Purchases and Supply – 804-786-3842.** Sets non-technology procurement policy and regulations for state agencies, which procure nonprofessional goods and services and issues manuals, forms, and materials for bidders and state agencies. Establishes statewide contracts that obtain the best pricing for state agencies.

**Department of Health – 804-864-7000.** Licenses emergency medical agencies, vehicles, and attendants, bedding and upholstery service businesses; and commercial blood banks; inspects businesses to certify health standards; prescribes standards governing planting, taking, and marketing of fish, crustaceans, and shellfish; licenses hospitals, nursing homes, and related institutions, home health agencies, hotels, summer camps, campgrounds, and other lodging facilities, restaurants, milk processors, radiation materials and equipment, siting and construction waterworks serving the public, water supply systems, sewage disposal systems and sewage treatment works, and migrant labor camps; regulates sanitation facilities at public gathering places, septic tanks, construction of private wells, and the production and use of toxic substances.

**Department of Health Professions – 804-662-9900.** Provides investigative inspection and administrative services and promotes policy coordination among thirteen health regulatory boards, which regulate audiology and speech pathology, dentistry, funeral directors and embalmers, medicine, nursing, long-term care administrators, optometry, pharmacy, counseling, psychology, social work, physical therapy, and veterinary medicine.

**State Council of Higher Education for Virginia – 804-225-2600.** (SCHEV) is the Commonwealth's coordinating body for Virginia's system of higher education. Among its duties, SCHEV is responsible for developing a statewide strategic plan for higher education every six years; reviewing and approving or disapproving all new academic programs for public institutions; reviewing and approving or disapproving all proposed mission changes of public institutions; reviewing and approving or disapproving the proposed creation and establishment of any department, school, college, branch, division or extension of any public institution of higher education; and providing advisory services to private, accredited, and nonprofit institutions of higher education. Its primary responsibilities also include making operating and capital outlay budget recommendations to the Governor and the General Assembly and the evaluation and certification of college and university performance standards designed to measure success in meeting the state's goals under the Higher Education Restructuring Act.

**Department of Historic Resources (DHR) – 804-367-2323.** Offers a wide-range of programs, services, and technical assistance to encourage, foster, and support the identification, evaluation, recognition, appreciation, preservation, and public use and enjoyment of the Commonwealth's significant historic, architectural, archaeological, and cultural resources. DHR compiles and maintains a permanent record of these resources, manages the State Landmarks Register program, and manages Virginia nominations to the National Register of Historic Places. DHR manages the State Highway Marker program in partnership with VDOT, and



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

conducts a variety of educational programs and services. DHR conducts archaeological research and curates extensive archaeological collections spanning the full history of human occupation in Virginia. Historic Resources administers incentive programs, including tax credits for rehabilitation projects and preservation easements. Financial assistance programs include cost-share survey grants, threatened archaeological sites funds, and grants to local governments, museums, historic sites, and other non-state entities for a variety of programs and projects. DHR serves as the State Historic Preservation Office for the purpose of carrying out State responsibilities and input pursuant to the National Historic Preservation Act of 1966, as amended.

## **Department of Housing and Community Development – 804-371-7000.**

Administers uniform building codes and a statewide fire prevention code, which are enforced by local government agencies; regulates construction, maintenance, operation, and inspection of amusement devices; establishes regulations for local licensing of plumbers, electricians, and building-related mechanical workers; regulates construction standards for industrialized building units and manufactured homes; accepts applications for designation and operation of Enterprise Zones; administers grant programs for housing development; and coordinates housing programs.

**Department of Labor and Industry (DOLI) – 804-371-2327.** Administers and enforces the following compliance programs: Occupational Safety and Health Compliance (in all public and private sector commercial and industrial establishments including construction, logging, demolition, and excavation sites), Boiler and Pressure Vessel Safety (administers inspection and certification), and Labor and Employment Law (enforces the Commonwealth's right to work law, the employees' right to receive pay that is due, minimum wage, and child labor laws). Also, Virginia Occupational Safety and Health (VOSH) issues permits for lead and asbestos abatement projects and administers the laws affecting emission of these pollutants. Through its Registered Apprenticeship program, DOLI provides workers with job training opportunities and helps employers meet their needs for highly skilled workers. DOLI also provides on-site Safety and Health Consultation and administers Voluntary Protection Programs, which enable Virginia companies with exemplary safety and health programs to be recognized for their efforts and to be exempted from generally scheduled inspections.

**Department of Criminal Justice Services – 804-225-2356** The Private Security Services Section is involved in all the aspects of registration, certification and licensure for the industry. They are responsible for processing applications for registration, certification and licensure; ensuring that each individual, and/or business/ training school meets the Code and Regulation requirements; and is involved in the actual issuance of the respective authorization.

**Marine Resources Commission – 757-247-2200.** Licenses the taking of various fish, shellfish, and organisms below the fall line on tidal waters; licenses the exportation of oysters, purchasers of shellfish and the conversion of oyster shells to lime; assigns and leases oyster and clam planting grounds; designates certain public grounds closed and open areas; fixes and alters open seasons; restricts methods of taking; fixes minimum size and maximum size and maximum quantity of catch; makes other regulations for the conservation and promotion of the seafood industry; inspects records and vessels; prescribes guidelines for the use of wetlands; issues general permits for the use of state-owned underwater beds; and establishes bulkhead and private pier lines on or over waters under state jurisdiction.

**Department of Mental Health, Mental Retardation, and Substance Abuse Services –**

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

**804-786-3921.** Licenses facilities and providers of service to persons with mental illness, persons addicted to drugs or alcohol, and persons with mental retardation.

**Department of Mines, Minerals, and Energy – 804-692-3200.** Licenses and regulates mining, oil and gas drilling, and related activities. Administers and enforces the law and regulations governing: coal and mineral mine worker safety; mine operations and reclamation; gas and oil well and gathering pipeline operations and reclamation. Licenses certain mining occupations, including miners, mine foremen, blasters, electrical repairmen, instructors and inspectors. Registers oil and natural gas drillers and permitted operators; issues permits to drill gas and oil wells and to construct gathering pipelines.

**Department of Motor Vehicles – 804-367-0538.** Licenses motor vehicle manufacturers, factory branches, distributors, dealers, renters, and lessors who dispose (at retail) of motor vehicles, and licenses salesmen; approves new or different franchise or sales agreements; makes regulations to prevent unfair trade practices and protect interests of retail buyers; registers dealers in salvage vehicles or parts, rebuilders, salvage pools and demolishers; collects taxes on the sale, use and rental of motor vehicles and mobile homes; and issues overload permits to trucks.

**Potomac River Fisheries Commission – 804-224-7148.** Licenses and regulates the taking of seafood from the Potomac River; and licenses boats, vessels, and equipment used to take seafood from the Potomac River.

**Department of Professional and Occupation Regulation – 804-367-8500**

**[www.dpor.virginia.gov](http://www.dpor.virginia.gov).** Licenses architects, asbestos abatement workers, auctioneers, barbers, body piercers, boxers, branch pilots, cemetery operators, contractors, cosmetologists, hair braiders, hearing aid specialists, land surveyors, lead abatement workers, nail technicians, opticians, polygraph examiners, professional engineers, real estate agents and brokers, real estate appraisers, tattooists, tradesmen (electricians, gas-fitters, HVAC, plumbers), waste management facility operators, waterworks and wastewater works operators, waste technicians, and wrestlers. Certifies fair housing professionals, geologists, home inspectors, interior designers, landscape architects, professional soil scientists, and professional wetland delineators. Registers condominiums, property owners' associations, and timeshares. Administers and enforces federal and state fair housing laws.

**Virginia Racing Commission – 804-966-7400.** Licenses racetrack owners and operators and issues permits for employment opportunities in connection with pari-mutuel (wagering) horse racing, including racetracks and satellite wagering facilities, horse owners, trainers, jockeys, grooms, race officials, stewards, concessionaries, track management and administrative employees.

**Department of Social Services – 804-726-7000.** Licenses and regulates public and private facilities offering day and residential out-of-home care to children and adults. Included are child and adult care centers, licensed and voluntarily registered family day homes, private child placing and adoption agencies, children's residential facilities, and adult care residences offering residential or assisted living levels of care. The department also provides for interdepartmental coordination among four state agencies that regulate specialized children's residential care services and facilities.

**Department of Transportation – 804-786-2801.** Regulates the use of state highways; issues permits for use of highways and adjacent areas; licenses outdoor advertising, the use of



## Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

highways by public utilities, and the construction, maintenance and operation of toll bridges and toll roads; constructs, maintains and/or operates bridges, tunnels, ferries, rest areas, and commuter parking lots.

**Department of Treasury – 804-225-2142.** Regulates the disposition of abandoned property held by financial institutions, public utilities, life insurance companies and all other business and non-profit entities; requires the delivery of abandoned property held by all such entities; and hears, determines and pays claims from abandoned property held by all such entities; and hears, determines and pays claims from abandoned property in the Department's custody. The Department ensures the proper bond(s) has been acquired by an appointed escheator and appropriate actions are completed in accordance with the purpose of the Escheats Generally statutes to place parcels back onto active tax rolls. The Department also prescribes terms and conditions under which financial institutions may serve as depositories for public funds.

**Department for the Blind and Vision Impaired – 804-371-3140.** Licenses and supervises the operation by the blind of vending facilities; and licenses the use of stamps or labels identifying articles made by the blind.

**Virginia Information Technologies Agency (VITA) – 804-225-8482.** VITA is the consolidated, centralized information technology (IT) organization responsible for operation of the IT infrastructure for Executive branch agencies deemed "in-scope" by the legislature; governance of IT investments, including major projects and procurements; and procurement of technology-related goods, services, and solutions for VITA and on behalf of other state agencies, institutions of higher education, and localities. [www.vita.virginia.gov](http://www.vita.virginia.gov).

**Virginia Workers' Compensation Commission (formerly Industrial Commission of Virginia) - 877-664-2566 (toll free).** Collects the taxes imposed to finance the Workers' Compensation Act from insurers and self-insured employers; adjudicates claims by workers and their dependents for the death, disability and medical awards arising from occupational diseases or injury; adjudicates claims made under the Virginia Birth-Related Neurological Injury Act; administers the Criminal Injuries Compensation Fund.

## Step Eight: Select a Location and Obtain Appropriate Permits

Regardless of your business type, one of Loudoun County's many business location options will surely fit the bill. From office and industrial parks in the suburban east to open agricultural land in the west – and seven incorporated towns in between – Loudoun County has it all. But whether you plan to operate your business from your home, your farm, or an office or storefront location, you will need to secure the appropriate permits before you can open your doors.

### Zoning

Choosing the right location is very important when beginning a business. Knowing the right location is important for two reasons: (1) attracting the right customers and (2) certain areas of the county are zoned for certain uses. If you are using your location for uses that are prohibited by county and town zoning ordinances, you are breaking the law. Fines and other penalties can be imposed for violating zoning ordinances.

In deciding upon a location for your business, you must find out if your proposed location is in a zoning district that will allow you to conduct your proposed business activity. You can find out if your zoning district allows your proposed use by the doing the following:

#### **If Your Location is in an Incorporated Town:**

If your location is in one of Loudoun's incorporated towns, **contact the town first!** Each town has its own zoning regulations and classifications that you must meet if you want to do business within the town limits. Town contact information is found in the Quick Reference section.

Once you have satisfied all the town zoning requirements, you can obtain a business license and occupancy permit from the town. If you need a building permit, you must contact the Loudoun County Department of Building and Development at 703-777-0220.

#### **If Your Location is Outside of an Incorporated Town:**

The Loudoun County Zoning Ordinance regulates the many land use possibilities, including business permits and uses for locations in the county outside of the towns. Before all else, you need to determine which zoning classification(s) match your business use.

You can do this in one of three ways:

1. View the Loudoun County Zoning Ordinance online at <http://www.loudoun.gov/Default.aspx?tabid=633>
2. Visit the Loudoun County Department of Building and Development at the County Government Center (second floor).
3. Call the Zoning Hotline at: 703-777-0118

Once you have determined the zoning classification(s) for your business type, you can look for available properties. While the towns have their own zoning ordinances, the county issues all building permits. In most cases, you will need to provide a business address before you can get your licenses and permits. Review Steps Five and Six together, and be sure you understand Step Five especially, before signing any leases or other binding agreements.

If you already have a location in mind, determine whether your planned business use is allowed within the location's zoning classification before you sign a lease agreement. To find out how specific locations are zoned, you can:

- Use your tax map/parcel number to identify the property on the county's zoning map. The map is available at the Office of Mapping and Geographic Information, or you can access an interactive version of the Loudoun County Mapping System (Web LOGIS) at <http://www.loudoun.gov/Default.aspx?tabid=893> (Click on "**Mapping System (Web LOGIS)**"). You can also access the Land Management Information System at the public counters in the Loudoun County Mapping, Planning, and Building and Development offices.
- Search for the property online using the Loudoun County Real Estate Tax, Assessment and Parcel Database. You can search properties in this database by address, tax map number, tax map number range or parcel identification number. The database is available at: <http://inter1.loudoun.gov/taxadmin/webpddb2008/disclaimer.aspx>

If the zoning classification corresponds with your business use, you are ready to proceed to the next step. If it does not, you will have to identify other appropriate sites.

## Special Exception (SPEX) Uses

Some uses require a Special Exception (SPEX) or Minor SPEX from the Loudoun County Board of Supervisors before the business can operate within a zoning district. A SPEX use is one that is not permitted by right. In other words, the zoning ordinance does not normally allow for the property in a particular zoning district to be used in a way the property owner desires to use his/her property. If the use is one that is not permitted by right, the property owner must obtain approval (a SPEX or Minor SPEX) from the Board of Supervisors. The Zoning Ordinance lists, by zoning district, those uses that can be allowed by right or by SPEX. Only uses contained in these lists are considered in each zoning district.

Regardless of whether or not a Special Exception is required, applicants should verify their findings with the Building and Development staff, who can confirm a site's zoning code, a business' correct zoning classification, and all applicable regulations. To determine whether your proposed use requires a SPEX application within a district, contact the zoning division in the Department of Building and Development at 703-777-0397.

The SPEX process begins with a pre-application meeting, which gives applicants an opportunity to meet informally with planning staff to clarify the process and discuss issues of concern. If the applicant pursues the SPEX, the county charges a fee for the process based on the proposed use.

For more information, contact:

**Loudoun County Department of Building and Development**  
Telephone: 703-777-0220

**Tip: You should always** get Special Exceptions (SPEX) verified in writing. Before leasing a property, get in-writing from the town/county and the property owner that you are in a zoning district that allows your proposed use or that a Special Exception (SPEX) has been approved for

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

your proposed use. If a SPEX was approved, get the date in writing of when the SPEX was approved.

## Zoning Permits and Certificates of Occupancy (Non-residential)

The Department of Building and Development (B&D) issues both zoning permits and certificates of occupancy. Businesses need a zoning permit for the construction, occupancy or use of principal or accessory structures. Some uses require a Special Exception (SPEX) from the Board of Supervisors and site plan approval from B&D before the department will issue a zoning permit.

Businesses must get a Certificate of Occupancy (non-residential) permit for:

- New non-residential buildings;
- Structural changes to an existing building (tenant improvements); and
- Changes in a building's use (e.g., converting a clothing store to a delicatessen).

Before B&D issues an occupancy permit, businesses must secure permits and get appropriate inspections for electrical, plumbing, building, mechanical, gas, fire, and health (as applicable). Generally, the Loudoun County Division of Environmental Health inspects all businesses connecting to private water and sewer systems, while the Loudoun County Sanitation Authority inspects businesses connecting to public water and sewer systems. Restaurants, public pools, tourist facilities and other select businesses must also contact the Division of Environmental Health for an inspection. For more information, contact:

**Loudoun County  
Department of Building and  
Development**  
Telephone: 703-777-0220  
(Zoning and Building permits)  
Telephone: 703-777-0397  
(Certificate of Occupancy  
permits)

**Loudoun County Division of  
Environmental Health**  
Telephone: 703-777-0234

**Loudoun County Sanitation  
Authority**  
Telephone: 703-771-1092

New tenants must always obtain zoning permits but don't always need a Certificate of Occupancy permit. Check with the Department of Building and Development to determine whether you need an occupancy permit.

## Home Occupation Permits

The Loudoun County Zoning Ordinance allows certain businesses and occupations to be conducted in a dwelling unit, as long as the businesses comply with certain restrictions. Home occupations are permitted within owner- and tenant-occupied single-family, detached duplex and townhouse residential dwellings. If your home-based business is located in an incorporated town, refer to the contact information in the Quick Reference section. These restrictions apply in Loudoun County:

- Members of the family who reside in the home may engage in the occupation.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

- One employee, other than family members living in the home, is permitted, as long as one additional off-street parking space is provided. This parking space cannot be located in the front yard unless it is located on an existing driveway.
- The use of the dwelling for the home occupation shall be clearly incidental and subordinate to the use of the dwelling for residential purposes. Not more than 25 percent of the gross floor area of the home – nor 25 percent of the gross floor area of an accessory structure, if that's where the business is conducted – can be used to conduct the home occupation.
- Changes cannot be made to the outside appearance of the building or lot, nor can there be other visible evidence of the home occupation other than one non-illuminated sign, which may not exceed two square feet in area.
- There cannot be retail sales other than of handcrafted items at the home.
- The home business cannot generate traffic volumes higher than would normally be expected in the residential neighborhood. Any need for parking generated by conducting the home occupation shall be met by off-street parking in an area other than the front yard.
- No equipment or process used in the home business can create noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses of the lot. In the case of electrical interference, no equipment or process that creates visual or audible interference in any off-premises radio or television receivers or that causes fluctuations in off-premises line voltage can be used; and
- Childcare facilities in particular are subject to additional county standards. Childcare homes and centers are permitted, provided they comply with regulations on the number and age of children cared for; the amount of outdoor space available for each child; the size, location, and design of play areas; and parking and designated pickup and delivery areas.

Additionally, if you propose to conduct your home-based business from a home in an approved, recorded subdivision, **you must comply** with the subdivision's restrictive covenants, if any, and, if required, get approval from the developers and/or homeowners association.

The Department of Building and Development issues Home Occupation Permits for county businesses not located in the county's incorporated towns; town offices issue permits for businesses in their jurisdictions. Home Occupation Permits cost \$50. Businesses can mail applications or visit the Department of Building and Development.

For more information, contact:

**Loudoun County Department of Building and Development**

Telephone: 703-777-0397

[www.loudoun.gov/b&d](http://www.loudoun.gov/b&d)

## **Rural Businesses**

The Revised General Plan sets forth policies to encourage the rural economy as the principal use in western Loudoun. The Revised Zoning Ordinance implements the policy by regulating uses in Loudoun's rural districts.

Landowners can contact the Department of Economic Development (DED) to discuss agriculture and rural economy use ideas. In addition, you can make an appointment with Loudoun's Zoning Administrator for information and to ask questions about a particular use.

Some rural economy uses may require a Rural Economy Site Plan. Landowners should check with the Department of Building and Development to determine whether their project requires such a plan. If your project does, you will have to hire a licensed surveyor or engineer to prepare it.

Agricultural, horticultural and animal husbandry uses are permitted on lots three acres or larger. Other uses are defined as either directly or not directly related to ongoing agricultural, horticultural or animal husbandry. These uses have performance standards that will determine the proper size of the operation based on the parcel size. Some uses require a Special Exemption (SPEX) or Minor Special Exemption (Minor SPEX) from the Board of Supervisors, who evaluate the impact of the use on the community. For more information about the SPEX process, contact:

**Loudoun County Planning Department**  
Telephone: 703-777-0246

## **Temporary Use Permits**

Loudoun has become popular venue for a variety of special events. Functions with fewer than 100 people are not considered to be events. However, businesses hosting functions with an expected attendance of more than 100 people must receive a temporary use permit from the Department of Building and Development. Temporary use permits alert public safety providers to the scheduled event, which enables them to plan for traffic and visitor issues in advance.

Businesses may apply for up to 10 temporary use permits per year at a cost of \$50 per permit, and events must be spaced at least 30 days apart. Businesses hosting more than 10 events or more frequent events must apply for a SPEX. For more information, contact:

**Loudoun County Department of Building and Development**  
Telephone: 703-777-0397  
[bad@loudoun.gov](mailto:bad@loudoun.gov)



### Step Nine: Develop a Business Plan

**It is highly recommended that you meet with the Loudoun County Small Business Development Center (SBDC) when developing your business plan.**

Business owners can get help with business plan development from the Loudoun County Small Business Development Center (SBDC), a valuable resource for both new and established businesses. SBDC offers free, personalized business counseling, as well as help with writing business plans and preparing financial projections. The Center also sponsors monthly seminars for business owners and prospective owners, and makes a range of professional volunteers available to answer questions.

The Loudoun Small Business Development Center has an ***annual business plan competition*** with the grand prize of several thousand dollars. Why not enter this contest when you are writing your initial business plan or revising your existing business plan?

For more information, contact:



#### **Loudoun Small Business Development Center**

21145 Whitfield Place, Suite 104

Sterling, VA 20165

Telephone: 703-430-7222

Website: <http://www.loudounsbdc.org/>

E-mail: [sbdc@loudounsbdc.org](mailto:sbdc@loudounsbdc.org)

Writing a business plan is a time-intensive but invaluable task. Through the process, you will have to identify every factor and think through every detail of your business. Even part-time businesses need business plans. You'll find a variety of business plan guidebooks at libraries and bookstores, and in addition many software programs include business plan templates and samples.

A business plan is a written document that describes the nature of your business, outlines its financial goals, and demonstrates how you intend to achieve those goals. Your business plan will be a key component for securing financial assistance for your business. Therefore, it must be thorough and comprehensive, and fully explain the most integral components of your business. Most lenders will not even talk with you unless you have a detailed business plan. In fact, a business plan will demonstrate to investors that you have explored all pertinent business issues before approaching them for assistance.

Business plans typically include these key components:

- **Executive Summary** – This is a brief overview of what your plan includes. Ideally, it should highlight the most impressive features of your business and point out the important elements of your plan, including your overall business concept, projected growth and revenue, and target markets, among others. Write your executive summary after you have completed your plan.
- **The Company and Its Management** – This section includes detailed descriptions of your business, including its history, mission statement, and strategy and vision, as well as a summary of the related business industry and a discussion that demonstrates your knowledge of your management team's skills and experience. Be sure to include



relevant education summaries and significant accomplishments of all of your key personnel.

- **Product/Service Description** – This section describes your products or services in detail. Include a discussion of the advantages your products or services have over competitive products and services. Explain the need and market niche your products or services fill, as well as how you will produce your product or provide your service.
- **Market Analysis and Marketing Strategy** – This section identifies your target market. Analyze and assess the market environment and customers, both within and outside of your geographic area. Describe how you will reach these customers and market your products or services to them. Include potential advertising ideas and strategies, as well as descriptions of promotion campaigns you plan to implement.
- **Financial Analysis** – This section documents information related to expenses, income and prices, all of which you will have to have in order to develop an income statement, balance sheet and cash flow analysis. If you need outside financing, specify how much you need, how and when it will be used, and when and how you will repay your investor(s). If you are not an experienced financial manager or accountant, consider hiring a certified public accountant (CPA) to help you prepare this section.
- **Supporting Documents** – Include sample marketing materials, product samples, and financial data, such as income statements, balance sheets, and cash flow and pro forma schedules.

Consider your business plan to be a work in progress, just as your business is. Don't think of it as a static document; review and update it regularly. Your plan will grow as your business grows. Be sure it consistently reflects the current business environment and details your needs and goals.

# Step Ten: Determine Your Financing Source

The Small Business Administration estimates that half of all start-up companies close within the first four years. One of the leading reasons for small business failure is inadequate start-up capital. When you developed your business plan, you should have determined how much capital you would need to start up and fund your business, at least for the short term.

Unfortunately, many entrepreneurs try to start and operate their businesses without having sufficient capital to be successful through the critical first few years.

You have several sources of capital from which to choose. These include:

## **Private Individuals and For-Profit Organizations:**

### **Bootstrapping**

Personal savings, family members and friends are good funding sources for start-up businesses, but these choices require careful consideration. If you are considering using personal savings to finance your business, decide how much of your own money you are willing to invest, knowing that you could lose that investment. And if you decide to borrow from family or friends, consider the loan a business transaction and be sure to develop a formal agreement that includes payback and interest terms as applicable.

### **Personal Collateral**

If you want to use land or property you own as collateral for financing, consider the possibility that you could literally “lose the farm.” Banks and other financial institutions will want a list of your assets, which they may want you to offer to secure a loan.

### **Banks and Credit Unions**

Commercial lenders at Loudoun’s banks and credit unions can provide financing assistance. When you approach a commercial lender to discuss financing options, be sure to take a copy of your business plan with you. The lender will review your plan and determine whether or not you qualify.

Typically, lenders analyze the “Eight Cs” of lending:

1. Credit
2. Character
3. Capital
4. Capacity to repay
5. Collateral
6. Cash flow
7. Commitment
8. Conditions of the industry

### **Private Investors (“Angels”)**

Private investors, also known as “angel investors,” typically are professionals looking for alternative investments that promise high returns. When private investors are considering making an investment in a company, they look at the company’s uniqueness and market potential, as well as its management team’s experience. According to the SCORE Counselors of America’s Small Business (<http://www.score.org>), tips for finding private investors include:

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

- **Research** – Identify the most likely candidates by asking your accountant, banker and lawyer for referrals.
- **Keep an open mind** – Potential investors may be found anywhere. According to *Success* magazine, one entrepreneur found an angel investor among the motorcyclists with whom he rides on weekends.
- **Surf the web** – Good starting places are <http://www.nvca.org> (National Venture Capital Association) and <http://www.mavf.com> (Mid-Atlantic Venture Funds, a venture-capital firm in Bethlehem, PA).
- **Make presentations** at venture capital forums or fairs.
- **Check your library or the web** for such references as *Pratt's Guide to Private Equity Sources* by Thomson Financial (<http://www.thomson.com/solutions/financial/>).

## Venture Capital Firms

Venture capitalists invest in businesses in exchange for partial equity or ownership. Typically, they are interested in businesses that need \$250,000 to \$1.5 million in funding but have the potential to generate substantial returns. Many resources provide information on venture capital firms and their criteria. A few include:

- **vFinance.com**, the site of vFinance Investments, Inc., a rapidly growing financial services company that provides personalized investment banking and brokerage services to more than 10,000 corporate and private clients worldwide. vFinance Investments, Inc. has offices in more than two dozen U.S. cities, and its website is a leading Internet destination for companies seeking capital as well as for institutional and high net-worth investors seeking dynamic, high-growth companies.
- **BusinessFinance.com**, an online source of venture capital information and references, including a capital provider database.
- **The Virginia Center for Innovative Technology** ([www.cit.org](http://www.cit.org)), whose experts will consult with emerging technology companies and help them evaluate their prospects for debt and equity funding. With a “funding roadmap” established, CIT can guide qualified, high potential companies to appropriate early-stage investment organizations.

## Vendor/Supplier Financing

Often times, equipment and machinery companies offer low-cost financing for their products. These vendors range from tractor dealers to photocopy machine suppliers. Determine your equipment needs and then contact the appropriate local dealers for more information.

## Government Agencies:

### (Federal, State and Local)

A variety of government assistance programs help finance businesses. Most of these programs require businesses to meet specific criterion in order to qualify. Summaries of some of the government-sponsored financial programs are included here. Contact each agency for additional information.

## **Federal Programs**

### **U.S. Small Business Administration**

Washington Metropolitan Area District Office  
740 15<sup>th</sup> St., NW, Suite 300  
Washington, DC 20005-3544  
Tel: 202-272-0345  
Website: [www.sba.gov/dc](http://www.sba.gov/dc)

### **About the Small Business Administration**

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. We recognize that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam.

The Small Business Administration (SBA) is a valuable financial resource for small businesses. SBA is organized geographically and has a Loudoun team available to serve the needs of Loudoun-based businesses specifically. This team offers many local seminars and a variety of programs to help businesses determine and meet their financial needs.

The small business team serving Loudoun County is located in Washington, D.C. For more information about seminars, programs or other assistance offered by the SBA, please visit their website at: [www.sba.gov](http://www.sba.gov).

### **SBA 7(a) Loan Guaranty Program**

The SBA 7(a) program provides partial guaranties on loans of up to \$2 million made by commercial lenders to start-up and existing small businesses. The amount of guaranty is based on the particular loan program and the amount of financing obtained. Loan proceeds can be used for business or property acquisition, expansion, machinery and equipment purchase, furniture and fixtures, working capital and debt consolidation. Loan maturity is up to 10 years for working capital and generally up to 25 years for fixed assets. SBA also offers multiple variations of the basic 7(a) loan program to accommodate targeted needs.

Website: [www.sba.gov/financing](http://www.sba.gov/financing)

SBA also offers streamlined applications and approvals for the following programs. Complete information on program requirements and availability is available online.

### **SBA Express**

The SBA encourages lenders to make more small loans to start-up and existing small businesses. Participating banks use their own documentation and procedures to approve service and liquidate loans of up to \$250,000. In return, SBA guaranties up to 50 percent of each loan.

## **SBA Export Express**

This SBA pilot program is similar to SBA Express, except it provides loans to existing small businesses for export endeavors. Guaranty levels are 85 percent for loans to \$150,000 and 75 percent for loans between \$150,000 and \$250,000. SBA Export Express is available throughout the country. Website:

[www.sba.gov/services/financialassistance/SpecialPurposeLoans/exportexpress/index.html](http://www.sba.gov/services/financialassistance/SpecialPurposeLoans/exportexpress/index.html)

## **SBA Community Express**

Community Express is a pilot SBA loan program that was developed in collaboration with the National Community Reinvestment Coalition (NCRC) and its member organizations. Under the pilot, which is available to selected lenders, an SBA Express like program will be offered to pre-designated geographic areas serving mostly Low and Moderate Income areas and New Markets small businesses. The program will also include technical and management assistance, which is designed to help increase the loan applicant's chances of success.

Website: [www.sba.gov/services/financialassistance/7alenderprograms/comexpress/index.html](http://www.sba.gov/services/financialassistance/7alenderprograms/comexpress/index.html)

## **SBA Microloans**

The Microloan Program provides very small loans to start-up, newly established, or growing small business concerns. Under this program, SBA makes funds available to nonprofit community based lenders (intermediaries) which, in turn, make loans to eligible borrowers in amounts up to a maximum of \$35,000. The average loan size is about \$13,000. The maximum term for a microloan is six years. Applications are submitted to the local intermediary and all credit decisions are made on the local level.

Website: <http://www.sba.gov/services/financialassistance/sbaloantopics/microloans/index.html>

## **Small Office/Home Office (SOHO) Loan Program**

SOHO is administered under the SBA's Community Express Program, which combines financial and technical assistance to give small and home-based businesses access to business loans of as little as \$5,000.

## **Other Specialized 7(a) Loan Guaranty Programs**

SBA operates a number of other 7(a) loan guaranty programs tailored to specific groups:

### **CAPLines Loan**

SBA helps small businesses meet their short-term and cyclical working needs with guaranties of up to \$1,000,000. Five distinct, short-term, working capital CAPLines loans are designed to meet different short-term financing needs: seasonal; contract; builders' line; standard asset-based line; and small asset-based line.

[http://www.sba.gov/smallbusinessplanner/start/financestartup/SERV\\_CAPLINES.html](http://www.sba.gov/smallbusinessplanner/start/financestartup/SERV_CAPLINES.html)

### **Export Working Capital Loan**

Through this program, SBA can guarantee up to 90 percent of a secured loan or \$1 million, whichever is less, for export-ready small businesses and export management companies. Loans can be for single or multiple export sales and can be used for pre-shipment working capital, post-shipment exposure coverage, or a combination of the two.

<http://www.sba.gov/oit/finance/ewcp.html>

## **SBA 504 Certified Development Company Loans**

The SBA 504 program provides long-term, fixed-rate financing to small- and medium-sized businesses for building construction, acquisition and renovation and for major equipment

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

purchases. The program generally assists established, profitable, growing businesses by offering low-down-payment, long-term financing at fixed interest rates. SBA 504 loans cannot be used for working capital or refinancing. For more information visit: [www.sba.gov/financing](http://www.sba.gov/financing)

The **Business Finance Group, Inc.** administers the SBA 504 program in Loudoun County. Business Finance Group staff work closely with business owners to determine eligibility and help them complete loan applications. For more information, contact:

## **Business Finance Group, Inc.**

Northern Virginia Office  
3930 Pender Dr, Suite 300  
Fairfax, VA 22030  
Tel: 703-352-0504  
Fax: 703-352-9100

Website: [www.businessfinancegroup.org](http://www.businessfinancegroup.org)

## **Small Business Investment Companies**

Small Business Investment Companies (SBICs) provide equity capital, long-term loans, debt-equity investments and management assistance to small businesses, particularly during the growing phases. SBICs are privately owned and capitalized companies that are licensed and regulated by SBA. SBICs each have their own investment criteria. Information about the four SBICs currently operating in Virginia is available from the Virginia Department of Business Assistance. Website: [www.dba.state.va.us/financing/crd](http://www.dba.state.va.us/financing/crd)

## **Federal Rehabilitation Tax Credit**

Federal law provides a federal income tax credit equal to 20 percent of the cost to rehabilitate historic buildings for commercial use. To qualify for the credit, a property must be a certified historic structure; that is, it must be listed on the National Register of Historic Places or contribute to a registered historic district. Non-historic buildings built before 1936 qualify for a 10 percent tax credit. Individuals rehabilitating a historic property for their primary residence do not currently qualify for this credit.

Under this program, the project must be considered a “substantial rehabilitation” and the work must meet the U.S. Secretary of Interior’s *Standards for Rehabilitation*, which are described on the National Park Service’s website: [www.cr.nps.gov/hps/tps/tax/rhb/stand.htm](http://www.cr.nps.gov/hps/tps/tax/rhb/stand.htm). Currently, the Internal Revenue Service defines “substantial” as exceeding the owner’s adjusted basis in the building or \$5,000, whichever is greater. The adjusted basis is generally defined as the purchase price, minus the value of the land, minus any depreciation already claimed, plus the value of any earlier capital improvements.

Applications for this federal rehabilitation credit are available through State Historic Preservation Offices; the National Park Service reviews and issues decisions on all applications. For more information, contact:

## **Virginia Department of Historic Resources**

Northern Regional Office  
P.O. Box 519  
Stephens City, VA 22655  
Telephone: 540-868-7029



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

<http://state.vipnet.org/dhr>

## Overseas Private Investment Corporation (OPIC)

The Overseas Private Investment Corporation (OPIC) is a self-sustaining U.S. government agency whose mission is to foster economic development in new and emerging markets, support U.S. foreign policy, and create U.S. jobs. OPIC helps U.S. businesses invest overseas by managing risk with political risk insurance; providing financing with direct loans and loan guarantees; and working with private capital through OPIC-supported funds.

OPIC also works with host country governments to create economic climates that attract U.S. investment, facilitating the entry of hundreds of U.S. businesses into new markets abroad.

Because it charges market-based fees for its services, OPIC operates at no net cost to taxpayers. All of OPIC's guaranty and insurance obligations are backed by the organization's own substantial reserves and by the full faith and credit of the U.S. government.

For general information on OPIC programs, contact:

### Overseas Private Investment Corporation

1100 New York Avenue, NW  
Washington, DC 20527  
ATTN: Small Business Center  
Telephone: 202-336-8700  
Toll-free: 800-225-5722  
[www.opic.gov](http://www.opic.gov)

## State Level Finance Programs in Virginia

### Virginia Department of Business Assistance

707 E. Main St., Suite 300  
Richmond, VA 23219  
Tel: 804-371-8200  
Website: [www.dba.virginia.gov](http://www.dba.virginia.gov)

### Virginia Small Business Financing Authority

The Virginia Small Business Financing Authority (VSBFA) is the commonwealth's economic development financing arm. They do not have grant programs. However, they provide debt financing assistance to Virginia's established, existing businesses, its entrepreneurs, as well as businesses looking to expand into Virginia. The VSBFA's portfolio of financing programs assists:

- **Economic Development** efforts by offering direct loans, in conjunction with bank and other financing, to localities and Industrial and Economic Development Authorities (IDA's/EDA's) for projects of all sizes.
- **Small Businesses** by making it easier for Virginia's financial institutions to make loans to small businesses by offering [loan guaranties](#) and [loan loss insurance](#) programs to reduce a bank's risk.
- **Small Manufacturers & 501 (c) (3) Non-profits** by providing access to low-interest, tax-exempt [bond financing](#).
- **Virginia Tourism Industry** through [direct loans](#) and [loan guaranties](#) in partnership with Virginia's financial institutions.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

- **Licenses Child Care Centers & Family-Home Providers** by extending low-interest, [direct loans](#) for necessary items which banks have difficulty financing.

Visit: [http://www.dba.virginia.gov/financing\\_business.shtml](http://www.dba.virginia.gov/financing_business.shtml) for more information about any of these programs.

## Virginia Economic Development Loan Fund (EDLF)

The Virginia Economic Development Loan Fund (EDLF) is designed to fill the financing gap between private debt financing and private equity. Funds are available to economic development authorities and qualifying new and expanding businesses that are creating new jobs or saving "at risk" jobs in Virginia. Funds are also available to Virginia businesses which derive 15% or more of their revenues from defense-department activities and can demonstrate economic hardship related to defense downsizing.

Funds can be used for the acquisition of land and buildings, construction or improvements to facilities and the purchase of machinery and equipment. Funds can also be used to assist defense-dependent business transition to private sector markets. The maximum loan available from the EDLF for each project is limited to \$1,000,000 or 40 percent of the total project cost, whichever is less.

## Small Business Environmental Compliance Assistance Fund

The Virginia Department of Environmental Quality (DEQ) has a cooperative agreement with the Virginia Department of Business Assistance (DBA) to administer a revolving loan program through which small businesses can get low-interest-rate loans to purchase and install replacement equipment needed to comply with the *Clean Air Act*; implement voluntary pollution prevention measures; or implement selected voluntary agricultural best management practices (BMPs), as listed in the *Virginia Agricultural BMP Manual*.

The maximum loan amount is \$100,000 at a fixed interest rate of 3%, and repayment terms are based on the borrower's ability to repay and the useful life of the equipment, or on the life of the agricultural BMP. For more information go to: [www.deq.state.va.us/osba/finance.html](http://www.deq.state.va.us/osba/finance.html).

## VALET Program

The innovative VALET Program, launched in January 2002, helps Virginia companies as they expand their business with international export trade. The first of its kind in the United States, the VALET Program offers a combination of state capital resources and professional services from private-sector partners to enhance the international efforts of up to 15 companies per year. Participants receive such benefits as \$10,000 in funding toward export-related expenses; \$10,000 worth of professional services from VALET Program partners; and strategic planning guidance and resource coordination. To determine eligibility or for more information, contact:

### Virginia Economic Development Partnership

Division of International Trade  
P.O. Box 798  
901 E. Byrd Street  
Richmond, VA 23218-0798  
Telephone: 804-371-8100  
[www.exportvirginia.org](http://www.exportvirginia.org)

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Virginia Department of Historic Resources

Winchester Regional Preservation Office  
107 N Kent St. Suite 203  
Winchester, VA 22601  
Tel: 540-722-3428  
Website: [www.dhr.virginia.gov](http://www.dhr.virginia.gov)

### Virginia State Rehabilitation Tax Credits

State Rehabilitation Tax Credit programs provide property owners with significant incentives for private investment in historic building preservation that benefits the public. These credits are available for Certified Historic Structures, which are defined as those that are listed on the Virginia Landmarks Register, certified as eligible for listing, or certified as a contributing structure in a district listed on the Register.

The state tax credits are available for both owner-occupied and income-producing buildings. (Note: If your property is income producing, you may also be able to take advantage of federal tax credits; see page 15 for details.) These credits are dollar-for-dollar reductions in income tax liability for taxpayers who rehabilitate historic buildings. Credit amounts are based on total rehabilitation costs; the state credit is 25 percent of eligible rehabilitation expenses.

To be eligible, the rehabilitation expenses must be at least 25 percent of the assessed value of the buildings for local real estate tax purposes for the year before the rehabilitation work began for owner-occupied structures; and at least 50 percent of the assessed value of the buildings for local real estate tax purposes for the year before the rehabilitation work began for all other eligible structures. Visit their website: [http://www.dhr.virginia.gov/tax\\_credits/tax\\_credit.htm](http://www.dhr.virginia.gov/tax_credits/tax_credit.htm)

### Department of Minority Business Enterprise

200-202 N. 9th Street, 11<sup>TH</sup> Floor  
Richmond, VA 23219  
Tel: 804-786-6585  
Website: [www.dmbe.state.va.us/aboutus.html](http://www.dmbe.state.va.us/aboutus.html)

### Providing Access to Capital for Entrepreneurs (PACE) Program

The PACE Program combines the resources of the Virginia Department of Minority Business Enterprise (VDMBE) through the Disadvantaged Capital Access Fund with the financial leverage of Virginia lending partners to provide loan guarantees for economically disadvantaged entrepreneurs. The PACE Program (Providing Access to Capital for Entrepreneurs) is a loan guaranty program, not a grant or endowment; it is for entrepreneurs who own for-profit businesses and are looking for working capital to expand or enhance those businesses.

For a list of Virginia lenders participating in PACE or for more information contact the PACE Program Manager: 804-371-8200

### Nonprofit Agencies:

#### **Business Finance Center, Springfield, VA**

The Business Finance Center is a Community Business Partnership program that assists potential and existing small business owners with understanding and managing the financial aspects of their business. The Center assists clients in reviewing financial statements,

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

understanding and projecting cash flow, packaging loan applications, and managing the financial health of their business. The center offers three microloan programs:

## **Hispanic Equipment Loan**

The Hispanic Equipment loan provides direct lending of \$2,000 to \$10,000, for equipment purchase to Hispanic owned businesses in the Washington Metropolitan area. This loan has a five day turnaround.

## **Small Office Home Office Loan**

The Small Office Home Office (SOHO) loan is a Small Business Administration (SBA) initiative under the Community Express, Express and Patriot guaranty programs. The program offers \$5,000 to \$50,000 loans. There is no collateral requirement for the SOHO loan program.

For additional information contact:  
Community Business Partnership  
7001 Loisdale Road, Suite C  
Springfield, VA 22150  
703-768-1440  
[www.cbponline.org](http://www.cbponline.org)

## **The Crossroads Farmers Market**

### **Small Farmer & Food Producer Micro-Loan Program**

Who knew that there was a loan program designed just for farmers markets and food producers? Would you like to start or improve a farming or food business? City First Bank of Washington, D.C. administers a program for just such a purpose. The Crossroads Farmers Market loan program will support participation as a vendor at farmers markets around the DC area. Details of the program include:

- Loans available from \$2,000-\$8,000 to finance supplies or equipment to develop small farm or prepared foods businesses. Ethnic crop and food producers, and minority and immigrant business owners are encouraged to apply.
- Low interest rates: 3-5%
- Repayment terms: 1-5 years
- No credit history required
- Ethnic crop and food producers, and minority and immigrant business owners are encouraged to apply
- Contact Michele Thornett: 301-693-1241 or [crossroadsmarket@gmail.com](mailto:crossroadsmarket@gmail.com) or [www.crossroadsfarmersmarket.org](http://www.crossroadsfarmersmarket.org)

## **Virginia Community Capital (VCC)**

Virginia Community Capital (VCC) is a multi-million dollar, non-profit, community development financial institution (CDFI) and banking entity providing innovative loan and investment solutions for affordable housing and economic development projects in the Commonwealth of Virginia. Their mission is to offer innovative, flexible financial products designed to support housing and community development ventures, increase jobs and build sustainable communities. VCC offers

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

loan capital that is broader than bank lending to projects that have a positive community impact in low- to moderate-income communities in underserved geographies and markets.

A summary of their economic development programs are:

- Small Business Credit Solutions
- Building Development-Expansion Loans
- CDFI Micro-Lending Program
- Intermediary Relending Program
- New Markets Tax Credit Equipment Loans
- New Markets Tax Credit Real Estate Loans
- Rural Development Business and Industry Loan

For more information visit: <http://www.vacommunitycapital.org/products/>

## The Interface Financial Group

Interface can help your business grow simply by turning your current unpaid invoices into instant cash. Through an innovative and proven **invoice discounting** process Interface supplies the working capital to make your business grow.

Contact:

Peter Pokorny

520 John Carlyle Street, Suite 305

Alexandria, VA 22314

571-257-5649

[www.interfacefinancial.com/pokorny](http://www.interfacefinancial.com/pokorny)

## Industrial Development Authority

The Loudoun County Industrial Development Authority operates as an independent political entity chartered by Virginia State Law to advance the economic interests of the community, and state, by offering reduced interest bonds to qualified borrowers.

IDAs are enabled by states largely to leverage congressionally mandated IRS rules designed to provide local economic stimulation—or assistance to non-profit organizations—by providing reduced-cost borrowing to qualified applicants.

Visit the following website for more information: <http://loudounida.org/>

## ECDC Enterprise Development Group

Providing business and consumer loans, savings, small business assistance, training, and asset building services for low-income people and immigrants throughout the Washington, D.C. metropolitan area. Enterprise Development Group Products and Services include:

- **Small Business Loans:** “Microfinance” loans up to \$50,000 to start, sustain, or expand a business.
- **Vehicle Loans:** Up to \$8,000 can be lent to employed people with limited to no credit or slightly blemished credit histories who wish to purchase a used car or repair their vehicle.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

- **Individual Development Accounts (IDAs):** Clients are helped to save money. They receive counseling and training to help them save to acquire “assets” – a house, business, or post-secondary education. Savings are matched by government sources.
- **Financial Literacy and Home Ownership Skills:** Offers lifetime skills training for people to understand the American financial sector and use it effectively. Classes include budgeting, credit scores, and saving for your kids’ college tuition. A specialized seminar teaches the ins and outs of home buying. Qualifying graduates receive down payment assistance and can even qualify for special loans.
- **Business Incubator:** 11,000 square feet of affordable, professional office space with flexible leases is offered with enhancement services to entrepreneurs to help their business grow.
- **Enterprise Computer Learning Center:** A computer lab offers business technology training from basic keyboarding skills to word processing to accounting software and even graphic design. The facility is also available for rent.
- **ESL for Business:** EDG speeds immigrants’ successful integration in America by providing classes at many skill levels with an emphasis on business vocabulary.
- **Tax Return Clinic:** Volunteer-led effort helps low-income people file their tax returns and qualify for the Earned Income Tax Credit (EITC), as well as small business owners to maximize applicable tax benefits of which they may not be aware.

## Business Finance Group Inc.

The Business Finance Group provides SBA 504 Loans (as mentioned on page 7). A 504 Loan allows you to finance what you need to grow, at a rate generally less than that of a conventional, shorter term loan. A competitive 20 year fixed rate makes the monthly payment affordable, and gives you more time to pay without additional risk.

You have a lower down payment. Business Finance Group works in partnership with a bank to cover up to 90% of project costs. The bank provides 50% of the financing, the 504 Loan provides up to 40%, while you contribute as little as 10%. And with a 504 Loan, the bank provides certain terms that are more beneficial to your business than you might obtain conventionally.

### Contact:

D. Wayne Williams, Senior Vice President/Loan Officer  
612 4<sup>th</sup> Street NE  
Washington, DC 20002  
Tel: 202-675-4912

## List of Loudoun Banks:

The following is a list of banks in Loudoun County that have loans and programs especially for small businesses. We try to keep the contact information current, but it may change from time-to-time. The information is provided to you to help you find a bank that fits your business needs.

**Rappahannock National Bank**  
101 W. Washington St.  
Middleburg, VA 20117  
866-593-4400  
[www.rappahanockbank.com](http://www.rappahanockbank.com)

**Provident Bank**  
526 East Market St.  
Leesburg, VA 20176  
703-777-7080



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

Phyllis K. Grogg  
Business Development Specialist  
540-687-4659

[Phyllis.grogg@ubsh.com](mailto:Phyllis.grogg@ubsh.com)

**Capital One Bank**

1 Catoctin Circle  
Leesburg, VA 20176  
703-777-0026

Mark Weber  
Branch Manager  
Assistant Vice President

**Cardinal Bank**

20 Catoctin Circle SE  
Leesburg, VA 20175  
703-771-3353

[www.cardinalbank.com](http://www.cardinalbank.com)

Mayada J. Habib  
Assistant Branch Manager

[Mayada.habib@cardinalbank.com](mailto:Mayada.habib@cardinalbank.com)

**Cardinal Bank**

440 East Main St.  
Purcellville, VA 20132

Jon Elliott  
Regional Business Development Officer  
Loudoun Region  
571-334-3494

[jon.elliott@cardinalbank.com](mailto:jon.elliott@cardinalbank.com)

[www.cardinalbank.com](http://www.cardinalbank.com)

**The Business Bank**

8399 Leesburg Pike  
Vienna, VA 22182  
703-734-0070

Direct: 703-734-8640 ext. 241

[www.businessbankva.com](http://www.businessbankva.com)

Marcus J. Perry  
Senior Vice President  
Commercial Lending

[mperry@businessbankva.com](mailto:mperry@businessbankva.com)

**BB&T**

101 Catoctin Circle SE  
Leesburg, VA 20175  
703-771-7210

Debbi Alexander  
Assistant Vice President  
Branch Manager  
[dmalexander@provbank.com](mailto:dmalexander@provbank.com)

**Capital One Bank**

607 Potomac Station Dr, NE  
Leesburg, VA 20176  
703-669-2209

Alessandra Saxton  
Branch Manager

**Cardinal Bank**

8270 Greensboro Drive, Suite 500  
McLean, VA 22102  
703-584-3459

James N. Estep  
Lending Officer

Business Banking Division

[james.estep@cardinalbank.com](mailto:james.estep@cardinalbank.com)

**The Business Bank**

45975 Nokes Blvd., Suite 130  
Sterling, VA 20166  
703-430-8006 ext. 222

[www.businessbankva.com](http://www.businessbankva.com)

Mary Beth Shaver  
Assistant Vice President  
Client Manager

[mshaver@businessbankva.com](mailto:mshaver@businessbankva.com)

**BB&T**

38997 E. Colonial Highway  
Hamilton, VA 20158  
703-771-7222

Shanon Heaton  
Certified Retail Services Officer  
[sheaton@BBandT.com](mailto:sheaton@BBandT.com)

**John Marshall Bank**

307 East Market St.  
Suite 206  
Leesburg, VA 20176

Michael Otto  
Assistant Vice President  
Loudoun Region

## Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

**PNC Bank**  
606 South King St.  
Leesburg, VA 20175

Christopher Marcoux  
Assistant Vice President  
703-779-8538  
[Christopher.marcoux@pnc.com](mailto:Christopher.marcoux@pnc.com)

**First Citizens Bank**  
40 Catoctin Cir. NE  
Leesburg, VA 20176

Mark Kennedy  
703-669-9890  
[Mark.Kennedy@firstcitizens.com](mailto:Mark.Kennedy@firstcitizens.com)  
[www.firstcitizens.com](http://www.firstcitizens.com)

**Farm Credit of the Virginias**  
27 Ft. Evans Road, NE  
P.O. Box 1398  
Leesburg, VA 20177  
Telephone: (703) 777-3311  
Toll-free: 800-559-1016, Ext. 4  
Fax: (703) 771-9210

703-779-7703  
[motto@johnmarshallbank.com](mailto:motto@johnmarshallbank.com)  
[www.johnmarshallbank.com](http://www.johnmarshallbank.com)

**Sandy Spring Bank**  
Lansdowne Community Office  
19460 Golf Vista Plaza  
Leesburg, VA 20176

Swati Sharma  
Community Office Manager Officer  
703-319-9511  
[ssharma@sandyspringbank.com](mailto:ssharma@sandyspringbank.com)

Archisha Mehan  
VP/Commercial Relationship Manager  
[amehan@sandyspringbank.com](mailto:amehan@sandyspringbank.com)

**Sona Bank**  
1 East Market St.  
Leesburg, VA 20176

Tanya Rosenberry  
Branch Manager  
[trosenberry@sonabank.com](mailto:trosenberry@sonabank.com)  
703-777-2424 ext. 100

**M&T Bank**  
Dulles Town Center Branch  
21099 Dulles Town Circle  
Dulles, VA 20166

James Montfort, AVP  
Branch Manager  
[jmontfort@mtb.com](mailto:jmontfort@mtb.com)  
571-434-3171  
571-434-3175 (Fax)

## Step Eleven: Hiring Employees

Making the decision to hire employees will be one of the most crucial decisions you will make as your business grows.

On the positive side, employees free up some of your time, since you will be able to delegate tasks; expand your business hours; and offer more skills and expertise to your customers. On the other hand, employees will raise your overhead costs and add to your administrative paperwork and record-keeping tasks, not to mention require you to train and supervise them.

### Employer Identification Number

If you haven't already done so, you need to obtain a federal employer identification number (EIN). The EIN identifies your business's tax accounts on all federal and state tax forms see Step 3.

### Employees and Independent Contractors

Businesses sometimes prefer to hire people as independent contractors because the nature or duration of the work does not justify hiring them as employees. If a business hires and pays an independent contractor \$600 or more during the year it must report this information to the IRS using IRS Form 1099. Businesses are not required to withhold or pay employer taxes for monies they pay to independent contractors.

The distinction between an employee and an independent contractor depends on the working relationship between the employer and the person performing services. Generally, independent contractors are persons who offer their services to the general public. The general rule is that a person is an independent contractor if the employer has the right to control or direct the result of the work but not the methods or means of accomplishing the work. Independent contractors generally supply their own tools, work at times and place of their choosing, and cannot be discharged by the employer. A written contract for work generally helps define these arrangements. In contrast, in an employer-employee relationship, the employer supplies tools and a place to work, has the right to fire the employee, and generally controls the means of work.

Check with your accountant or tax professional, if you are unsure whether you should consider a person you are hiring to be an independent contractor or an employee. If the IRS concludes that an employer has no reasonable basis for treating a worker as an independent contractor, the employer may be liable for back payroll taxes for that worker.

For more information, contact:  
**Virginia Department of Taxation**  
Telephone: 804-367-8037  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

### Employer Tax Withholding

As an employer, the law requires you to withhold federal and state income taxes, as well as Medicare and Social Security (FICA) taxes from each of your employees' earnings. In addition, businesses must make payments to Social Security from their own funds for all employees.

The amount of income and Social Security taxes to be withheld and paid for each employee will vary depending on the rate of pay, marital status, and number of exemptions claimed by the

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

employee on IRS Form W-4. If you are preparing employer tax returns, be sure you have the most recent withholding tax tables, since these tables change as the tax laws change.

Businesses file federal withholding, Medicare and Social Security taxes four times a year, using IRS Form 941. Small businesses make tax payments monthly, while large businesses make payments semi-weekly. All businesses can make these payments either electronically using the Electronic Federal Tax Payment System (EFTPS), or by depositing them into an authorized financial institution using Federal Tax Deposit Coupon 8109. For tax payment purposes, a business is considered to be a small business if it reported \$50,000 or less in payroll taxes the prior year.

Businesses must also report income tax withholding to Virginia. The Virginia Department of Taxation assigns a filing status based on registration information or a business' actual payment record, and then issues forms accordingly. Quarterly, monthly and seasonal filers use form VA-5; semi-weekly filers use Forms VA-15 and VA-16. For more information, visit the Virginia Department of Taxation website at [www.tax.virginia.gov](http://www.tax.virginia.gov).

Your employees all must complete and return a federal Form W-4 when they begin employment, as well as when they want to change the number of exemptions (i.e., withholding allowances) they want to claim. Because the W-4 indicates the number of exemptions an employee is claiming, you will be able to determine the proper tax withholding amount during the year.

## **Sole Proprietors and Partners**

If you are a sole proprietor or a partner in a partnership, you are not considered an employee and are not subject to withholding. In lieu of withholding, you may be required to make quarterly estimated tax payments if you're withholding from such other income sources as salary from another job is not enough. To figure and pay estimated taxes to the IRS, use Form 1040-ES. For Virginia, use Form 760-ES. You are responsible for making these payments on time and ensuring that the payments reflect the taxes you expect to owe accurately. For example, if you expect to owe \$500 after subtracting withholding and other tax credits, you may have to make estimated tax payments if your withholding tax payments for the year either equal last year's tax liability or equal 90 percent of your current tax liability. The tax laws on this are complex and change frequently, so check with an accountant or tax expert for the most current information.

## **Corporation Owners**

If your business is incorporated, you as the owner are automatically an employee and are therefore subject to withholding on any salary the corporation pays you. Therefore, you do not have to file estimated tax returns as an individual. However, your corporation may have to make estimated tax payments on corporate income. To do this, use Form 1120-W.

## **Unemployment Tax**

Virginia and the federal government both require employers to pay an unemployment tax based on an employee's salary. Businesses with at least one employee must pay unemployment tax.

The Federal Unemployment Tax (FUTA) is filed annually on federal Form 940. The FUTA tax must be paid at least annually by January 31 of the following year, or quarterly using Coupon 8109, if a higher payroll requires it.

Virginia unemployment taxes are levied on wages of employees who work in Virginia. These taxes go into a state fund, from which benefits are paid to claimants. Unemployment insurance

## Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

offers workers protection from loss of earnings when they are partially or completely laid off from their jobs through no fault of their own. Businesses file and pay this tax quarterly using Virginia Form VECFC-20 or by registering online. Both Form VEC-FC-20 and online registration are available from the Employer Resources tab on Virginia Employment Commission (VEC) website, [www.vec.virginia.gov/vecportal](http://www.vec.virginia.gov/vecportal).

Virginia's unemployment tax rate varies depending on the business' experience rating – that is, the number of unemployment claims made against the business. As a new business, you can obtain your tax forms and tax rate by filing form VEC-FC-27, which is also available on the VEC website. For information and forms, contact:

### **Virginia Employment Commission**

Main Office  
703 E. Main Street  
Richmond, VA 23219  
Telephone: 804-786-1485  
[www.vec.virginia.gov/vecportal](http://www.vec.virginia.gov/vecportal)

### **Worker's Compensation Insurance**

Any employer who has three or more regular employees must furnish worker's compensation insurance at no cost to the employee. Employers may purchase this insurance through a private insurance company or can apply to the Virginia State Corporation Commission to obtain a certificate of self-insurance. Related costs vary by industry and occupation.

Worker's compensation insurance provides compensation on medical benefits to a worker or his or her dependents when the worker becomes disabled or dies from accidental injury or occupational disease due to his or her employment.

For more information, contact:

### **Virginia Workers' Compensation Commission**

Main Office  
1000 DMV Drive  
Richmond, VA 23220  
Telephone: 1-877-664-2566  
Website: [www.vwc.state.va.us](http://www.vwc.state.va.us)

Fairfax Regional Office  
Prosperity Plaza  
3020 Hamaker Court, Suite 100  
Fairfax, VA 22031  
Telephone: 703-207-7152

### **Immigration and Naturalization**

Under the *Immigration Reform and Control Act of 1986*, all new employees must verify their eligibility to work. New employees must be American citizens or aliens who are authorized to work in this country.

As an employer, you must verify the employment eligibility of anyone you hired after November 6, 1986 and complete and retain either a one-page "Employment Eligibility Verification" (Form I-9) or, for foreign workers, an Alien Labor Certification from the Virginia Employment Commission.

The Bureau of Citizenship and Immigration Services publishes a "Handbook for Employers, Form M-274," which explains the law and instructs employers on how to comply. This handbook is available online at <http://www.uscis.gov/portal/site/uscis>.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

For more information, contact:

## **U.S. Citizenship and Immigration Services (USCIS)**

Office of Business Liaison: 800-357-2099

National Customer Service Center: 800-375-5283

Fax: 202-305-2523

### **Office of Business Liaison**

6th Floor

111 Massachusetts Ave., NW

Washington, DC 20539

### **USCIS Washington District Office**

2675 Prosperity Way

Fairfax, VA 22031

## **Americans with Disabilities Act**

*The Americans with Disabilities Act of 1990 (ADA)* prohibits discrimination in employment against individuals with disabilities and mandates their full participation in both publicly and privately provided services and activities.

The ADA requires that “public accommodations” such as restaurants, retail stores, hotels, theaters, doctors’ offices, pharmacies, private schools and daycare centers may not discriminate against persons with disabilities. Reasonable efforts must be made to remove existing barriers, and new construction must be made accessible. The law is complex and wide-ranging. For more information, contact:

## **Equal Employment Opportunity Commission (EEOC)**

Telephone: 800-669-3362

[www.eeoc.gov](http://www.eeoc.gov)

## **Virginia Right-to-Work Law**

Virginia has a “Right-to-Work” law that prohibits a “union shop” or “closed shop.” In other words, Virginia employers cannot deny a person the right to work based on membership or non-membership in a labor union or organization; cannot require employees to become or remain union members; and cannot require employees to pay dues to a union as a condition of employment. The law also regulates other aspects of employee-management relations.

## **Minimum Wage**

Federal and Virginia laws require employers to pay employees at least a minimum hourly wage. Failure to comply with federal and state minimum wage laws can result in severe penalties. Various exceptions to the federal and/or state minimum wage may apply under specific circumstances to workers with disabilities, full-time students, youth under age 20 in their first 90 consecutive calendar days of employment, tipped employees and student-learners. To identify the federal and state minimum wage laws contact the U.S. Department of Labor and the Virginia Department of Labor and Industry.

## **Virginia Department of Labor and Industry**

Division of State Labor Law

Telephone: 703-392-0900

<http://www.doli.virginia.gov/>

## **U.S. Department of Labor**

Frances Perkins Building

200 Constitution Ave., NW

Washington, DC 20210

Telephone: 1-866-4-USA-DOL



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

Home Page: [www.dol.gov](http://www.dol.gov)

Minimum Wage: [www.dol.gov/dol/topic/wages/minimumwage.htm](http://www.dol.gov/dol/topic/wages/minimumwage.htm)

## Other State Labor Regulations

In addition to enforcing the Virginia Right-to-Work law and minimum wage issues, the Virginia Department of Labor and Industry also enforces regulations related to:

- Equal pay
- Child labor
- Apprenticeship training
- Employee notification of employment laws and regulations with federal and state posters ([www.dol.gov/osbp/sbrefa/poster/main.htm](http://www.dol.gov/osbp/sbrefa/poster/main.htm))

## Other Considerations

- Consider registering your business with Dunn and Bradstreet. It is a way to get your business some exposure by being included in their directory. Their website is [www.dnb.com](http://www.dnb.com).
- Consider registering with Google Small Business so that your business appears in Google Maps.
- Secure your web domain early so that you know if your business name is available.

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Quick Reference

### Business Assistance:

#### **Loudoun County Department of Economic Development**

1 Harrison Street, SE msc #63  
Leesburg, VA 20177-7000

**Telephone: 703-777-0426**

<http://biz.loudoun.gov>

#### **Loudoun County Small Business Development Center**

21145 Whitfield Place, Suite 104  
Sterling, VA 20165

**Telephone: 703-430-7222**

[www.loudounsfdc.org](http://www.loudounsfdc.org)

#### **Visit Loudoun**

112-G South Street, S.E.  
Leesburg, VA 20175

**Telephone: 800-752-6118**

[www.visitloudoun.org](http://www.visitloudoun.org)

#### **Loudoun County Industrial Development Authority**

P.O. Box Seven  
Leesburg, VA 20178

**Telephone: 703-443-1001**

<http://www.loudounida.org/>

#### **Loudoun County Chamber of Commerce**

19301 Winmeade Drive  
Suite 210

Lansdowne, VA 20176

**703-777-2176**

[www.loudounchamber.org](http://www.loudounchamber.org)

### Business Requirements:

|                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contacts for:</b> <ul style="list-style-type: none"><li>• Agriculture Exemption</li><li>• Business, Professional and Occupational License</li><li>• Business Taxes</li><li>• Business Tangible Personal Property Tax</li><li>• Consumer Utility Tax</li><li>• Mixed Beverage License</li><li>• Retail Sales Tax</li><li>• Short-Term Rental Tax</li><li>• Transient Occupancy Tax</li></ul> | <b>Loudoun County Commissioner of the Revenue</b><br>Business License Tax Division<br>1 Harrison Street, SE<br>First Floor<br>P.O. Box 7000<br>Leesburg, VA 20177<br><b>Telephone: 703-777-0260</b><br><a href="http://www.loudoun.gov/cor">www.loudoun.gov/cor</a><br><br><b>Satellite Location</b><br>21641 Ridgetop Circle, Suite 100<br>Sterling, VA 20166 |
| <b>Contacts for:</b> <ul style="list-style-type: none"><li>• Trade Name Registration</li><li>• Bondsman</li></ul>                                                                                                                                                                                                                                                                              | <b>Loudoun County Clerk of the Circuit Court</b><br>18 E. Market Street<br>MSC #33<br>Leesburg, VA 20176<br><a href="http://www.loudoun.gov/clerk">www.loudoun.gov/clerk</a>                                                                                                                                                                                   |
| <b>Permits for:</b> <ul style="list-style-type: none"><li>• Food Service</li><li>• Tourist Establishment</li><li>• Water and Sewer Systems</li></ul>                                                                                                                                                                                                                                           | <b>Loudoun County Environmental Health</b><br>1 Harrison Street, SE<br>Second Floor<br>P.O. Box 7000<br>MSC #68<br>Leesburg, VA 20177-7000<br><b>Telephone: 703-777-0234</b>                                                                                                                                                                                   |

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

|                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                 | <a href="http://www.loudoun.gov/Default.aspx?tabid=645">http://www.loudoun.gov/Default.aspx?tabid=645</a><br><br><b>Loudoun County Sanitation Authority</b><br>880 Harrison Street, SE<br>P.O. Box 4000<br>Leesburg, VA 20177-1403<br><b>Telephone: 571-291-7880</b><br><a href="http://www.lcsa.org">www.lcsa.org</a> |
| <b>Permits for:</b> <ul style="list-style-type: none"> <li>• Building</li> <li>• Home Occupation</li> <li>• Land Disturbance</li> <li>• Non-residential Occupancy</li> <li>• Temporary Use Permits</li> <li>• Zoning</li> </ul> | <b>Loudoun County Department of Building and Development</b><br>1 Harrison Street, SE<br>MSC #60<br>Leesburg, VA 20175-7000<br><b>Telephone: 703-777-0397</b><br><b>Zoning Hotline: 703-777-0118</b><br><a href="http://www.loudoun.gov/b&amp;d">www.loudoun.gov/b&amp;d</a>                                           |
| <b>Permits for:</b> <ul style="list-style-type: none"> <li>• Special Exception (SPEX) Uses</li> </ul>                                                                                                                           | <b>Loudoun County Department of Planning</b><br>1 Harrison St., SE<br>Third Floor<br>MSC #62<br>Leesburg, VA 20175<br><b>Telephone: 703-777-0246</b><br><a href="http://www.loudoun.gov/Default.aspx?tabid=815">http://www.loudoun.gov/Default.aspx?tabid=815</a>                                                      |
| <b>Permits for:</b> <ul style="list-style-type: none"> <li>• Kennels</li> </ul>                                                                                                                                                 | <b>Loudoun County Animal Care and Control</b><br>39820 Charles Town Pike<br>MSC #66<br>Waterford, VA 20197<br><b>Telephone: Eastern Loudoun 703-777-0406</b><br><b>Western Loudoun 540-882-3211</b><br><a href="http://www.loudoun.gov/animals">www.loudoun.gov/animals</a>                                            |
| <b>Other Services:</b> <ul style="list-style-type: none"> <li>• Business Information Form</li> <li>• Peddler and Solicitor Permit</li> </ul>                                                                                    | <b>Loudoun County Sheriff's Office</b><br>39 Catoclin Circle<br>MSC #35<br>Leesburg, VA 20175<br><b>Telephone: 703-777-0407</b><br><b>Non-Emergency: 703-777-1021</b><br><a href="http://www.loudoun.gov/sheriff">www.loudoun.gov/sheriff</a>                                                                          |
| <b>Property Services:</b> <ul style="list-style-type: none"> <li>• Real Property Assessments</li> <li>• Land Use Taxation Program</li> </ul>                                                                                    | <b>Office of the County Assessor</b><br><br><b>Leesburg Office</b><br>1 Harrison Street, S.E.,<br>5th Floor<br>P. O. Box 7000<br>Mailstop #07<br>Leesburg, VA 20177<br><br><b>Ashburn Satellite Office</b><br>45201 Research Place, Suite 130,                                                                         |

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

|  |                                                                                                                                   |
|--|-----------------------------------------------------------------------------------------------------------------------------------|
|  | Ashburn, VA 20147<br><br><b>Telephone: 703-777-0267</b><br><a href="http://www.loudoun.gov/assessor">www.loudoun.gov/assessor</a> |
|--|-----------------------------------------------------------------------------------------------------------------------------------|

## Loudoun County Public Libraries

The Loudoun County Public Libraries system is a valuable source of information on starting and operating a business. Contact: Tel: (703) 777-0368 or [www.lcpl.lib.va.us](http://www.lcpl.lib.va.us).

**Ashburn Library**  
43316 Hay Road  
Ashburn, VA 20147  
Phone: 703-737-8100

**Middleburg Library**  
101 Reed Street  
Middleburg, VA 20177  
Phone: 540-687-5730

**Sterling Library**  
120 Enterprise Street  
Sterling, VA 20164  
Phone: 703-430-9500

**Cascades Library**  
21030 Whitfield Place  
Potomac Falls, VA 20165  
Phone: 703-444-3228

**Purcellville Library**  
220 East Main Street  
Purcellville, VA 20132  
Phone: 540-338-7235

Coming Soon:  
**Gum Springs Library**  
Dulles South

**Lovettsville Library**  
12 North Light St.  
Lovettsville, VA 20180  
Phone: 540-822-5824

**Rust Library**  
380 Old Waterford Road  
Leesburg, VA 20175  
Phone: 703-777-0323

## Town Government Contacts:

**Town of Hamilton**  
53 E. Colonial Highway  
P.O. Box 130  
Hamilton, VA 20158  
**Telephone: (540) 338-2811**  
[www.town.hamilton.va.us](http://www.town.hamilton.va.us)

**Town of Leesburg**  
25 W. Market Street  
P.O. Box 88  
Leesburg, VA 20178  
**Telephone: (703) 777-2420**  
[www.leesburgva.gov](http://www.leesburgva.gov)

**Town of Middleburg**  
10 W. Marshall Street  
P.O. Box 187  
Middleburg, VA 20118  
**Telephone: (540) 687-5152**  
<http://www.middleburg.org/>

**Town of Round Hill**  
23 Main Street (Route 179)  
P.O. Box 36  
Round Hill, VA 20142-0036  
**Telephone: 540-338-7878**  
[www.roundhillva.org](http://www.roundhillva.org)

**Town of Hillsboro**  
36966 Charles Town Pike  
Hillsboro, VA 20132-2782  
**Telephone: (540) 668-6966**

**Town of Lovettsville**  
6 E. Pennsylvania Ave.  
P.O. Box 209  
Lovettsville, VA 20180  
**Telephone: (540) 822-5788**  
<http://www.townoflovettsville.com/>

**Town of Purcellville**  
130 E. Main Street  
Purcellville, VA 20132  
**Telephone: (540) 338-7421**  
[www.purcellvilleva.com](http://www.purcellvilleva.com)

## Commonwealth of Virginia Contacts Business Assistance:

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## **Business Finance Group, Inc.**

3930 Pender Dr  
Suite 300

Fairfax, VA 22030

**Telephone: 703-352-0504**

[www.businessfinancegroup.org](http://www.businessfinancegroup.org)

## **Virginia Center for Innovative Technology**

2214 Rock Hill Road, Suite 600

Herndon, VA 20170-4228

**Telephone: 703-689-3000**

[www.cit.org](http://www.cit.org)

## **Virginia Department of Business Assistance**

P.O. Box 446

Richmond, VA 23218-0446

**Telephone: 804-371-8200**

[www.dba.virginia.gov](http://www.dba.virginia.gov)

## **Virginia Department of Minority Business Enterprise**

1111 E. Main Street, Suite 300

Richmond, VA 23219

**Telephone: 804-786-5560**

**Toll-free: 1-800-223-0671**

[www.dmbv.virginia.gov](http://www.dmbv.virginia.gov)

## **Virginia Business Information Center**

**Telephone:** Virginia Business Information  
Center: **804-371-0438**

**Toll-Free: 1-866-248-8814**

[www.dba.state.va.us/virginia](http://www.dba.state.va.us/virginia)

## **Virginia Department of Agricultural and Consumer Services**

102 Governor Street

Richmond, VA 23219

**Telephone: 804-786-2373**

**Hearing Impaired: 800-828-1120**

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

## **Virginia Department of Historic Resources**

Northern Regional Office

P.O. Box 519

Stephens City, VA 22655

**Telephone: 540-868-7029**

<http://state.vipnet.org/dhr>

## **Virginia Economic Development Partnership**

901 E. Byrd Street

P.O. Box 798

Richmond, VA 23218-0798

**Telephone: 804-545-5600**

[www.yesvirginia.org](http://www.yesvirginia.org)

## **Commonwealth of Virginia Business Requirements:**

|                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contacts for:</b> <ul style="list-style-type: none"><li>• Corporate Income Tax</li><li>• Income Tax Withholding</li><li>• Individual Income Tax</li><li>• Retail Sales Tax</li><li>• State Taxpayer Account Number</li><li>• Virginia Tax Facts</li></ul> | <b>Virginia Department of Taxation</b><br>Office of Customer Services<br>P.O. Box 1115<br>Richmond, VA 23218-1115<br><b>Telephone: 804-367-8037</b><br><a href="http://www.tax.virginia.gov">www.tax.virginia.gov</a>                            |
| <b>Contacts for:</b> <ul style="list-style-type: none"><li>• Corporate Registration</li><li>• Limited Liability Corporation Registration</li><li>• Partnership Registration</li></ul>                                                                        | <b>Virginia State Corporation Commission</b><br>Office of the Clerk<br>P.O. Box 1197<br>Richmond, VA 23218<br><b>Telephone: 804-371-9967</b><br><b>Toll-free: 1-800-552-7945</b><br><a href="http://www.state.va.us/scc">www.state.va.us/scc</a> |

## **Commonwealth of Virginia Employment and Payroll:**

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

| <b>Equal Employment Opportunity</b>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virginia Employment Commission</b><br>Main Office 703 E. Main Street<br>Richmond, VA 23219<br><b>Telephone: 804-786-1485</b><br><a href="http://www.vec.virginia.gov">www.vec.virginia.gov</a>                                                                                                                             | Fairfax Regional Office<br>13135 Lee Jackson Mem. Highway<br>Fairfax, VA 22033<br><b>Telephone: 703-803-0000</b>                                                                                                                                                               |
| <b>Minimum Wage and Payroll Requirements</b><br><b>Virginia Department of Labor and Industry</b><br>Division of State Labor Law<br>Power-Taylor Building<br>13 South 13 <sup>th</sup> Street<br>Richmond, VA 23219-4101<br><b>Telephone: 804-371-2327</b><br><a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a> | <b>State Posters</b><br><b>Virginia Department of Labor and Industry</b><br>Office of VOSH Research & Analysis<br>13 South 13 <sup>th</sup> Street<br>Richmond, VA 23219<br><b>Telephone: 804-786-1995</b><br><a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a> |
| <b>Worker's Compensation and Unemployment Compensation:</b><br><b>Virginia Worker's Compensation Commission</b><br>1000 DMV Drive<br>Richmond, VA 23220<br><b>Telephone: 877-664-2566</b><br><a href="http://www.vwc.state.va.us">www.vwc.state.va.us</a>                                                                     |                                                                                                                                                                                                                                                                                |

## Commonwealth of Virginia Other Licenses, Registrations and Regulations:

|                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alcohol, Production, Distribution, Storage, and Sales:</b><br><b>Virginia Alcoholic Beverage Control Board</b><br>2901 Hermitage Road<br>Richmond, VA 23220<br><b>Telephone: 804-213-4400</b><br><b>800-552-3200</b><br><a href="http://www.abc.virginia.gov">www.abc.virginia.gov</a> | <b>Childcare:</b><br><b>Virginia Department of Social Services</b><br>7 N. Eighth Street<br>Richmond, VA 23219<br><b>Telephone: 804-726-7000</b><br><a href="http://www.dss.virginia.gov">www.dss.virginia.gov</a> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Commonwealth of Virginia Environmental Regulations:

|                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virginia Department of Environmental Quality</b><br>Division of Technical Evaluation<br>629 East Main Street<br>P.O. Box 10009<br>Richmond, VA 23240<br><b>Telephone: 804-698-4000</b><br><a href="http://www.deq.virginia.gov">www.deq.virginia.gov</a>            | <b>Virginia Department of Waste Management</b><br>629 East Main Street<br>P.O. Box 10009<br>Richmond, VA 23240<br><b>Telephone: 804-698-4000</b><br><b>Toll Free: 800-592-5482</b><br><a href="http://www.deq.virginia.gov">www.deq.virginia.gov</a>                   |
| <b>Virginia State Water Control Board</b><br>Division of Water Resources Management<br>P.O. Box 10009<br>Richmond, VA 23240<br><b>Telephone: 804-698-4043</b><br><a href="http://www.deq.virginia.gov/waterresources/">http://www.deq.virginia.gov/waterresources/</a> | <b>Franchise Registration:</b><br><b>Virginia State Corporation Commission</b><br>Division of Securities & Retail Franchising<br>P.O. Box 1157<br>Richmond, VA 23218<br><b>Telephone: 804-371-9187</b><br><a href="http://www.state.va.us/scc">www.state.va.us/scc</a> |



# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Commonwealth of Virginia Occupational Licenses:

|                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virginia Department of Education</b><br>P.O. Box 2120<br>Richmond, VA 23218<br><b>Toll-free: 1-800-292-3820</b><br><a href="http://www.pen.k12.va.us">www.pen.k12.va.us</a>                                                                              | <b>Virginia Department of Health Professionals</b><br>Perimeter Center<br>9960 Maryland Drive, Suite 300<br>Richmond, VA 23233<br><b>Telephone: 804-367-4400</b><br><a href="http://www.dhp.virginia.gov">www.dhp.virginia.gov</a> |
| <b>Virginia Department of Professional &amp; Occupational Regulation<br/>Board for Contractors</b><br>9960 Maryland Dr. Suite 400<br>Richmond, VA 23233<br><b>Telephone: 804-367-8511</b><br><a href="http://www.state.va.us/dpor">www.state.va.us/dpor</a> |                                                                                                                                                                                                                                    |

## Commonwealth of Virginia Occupational Safety and Health (OSHA) Regulations:

|                                                                                                                                                                                                                                                                                                |                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Virginia Department of Labor and Industry<br/>Division of Occupational Safety and Health</b><br>Powers-Taylor Building<br>13 South 13 <sup>th</sup> Street<br>Richmond, VA 23219-4101<br><b>Telephone: 804-371-2327</b><br><a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a> | <b>Northern Virginia Regional Office</b><br>10515 Battleview Parkway<br>Manassas, VA 20109<br><b>Telephone: 703-392-0900</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

## Commonwealth of Virginia Trademark Registration:

|                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virginia State Corporation Commission</b><br>Division of Securities & Retail Franchising<br>P.O. Box 1157<br>Richmond, VA 23218<br><b>Telephone: 804-371-9187</b><br><a href="http://www.state.va.us/scc">www.state.va.us/scc</a> | <b>U.S. Patent and Trademark Office</b><br>Director of the U.S. Patent and Trademark Office<br>P.O. Box 1450<br>Alexandria, VA 22313-1450<br><b>Telephone: 571-272-1000</b><br><b>Toll-free: 1-800-786-9199</b><br><a href="http://www.uspto.gov">www.uspto.gov</a> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Commonwealth of Virginia Vehicle Licenses and Inspections:

|                                                                                                                                                                                                                                                         |                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Virginia Department of Motor Vehicles<br/>Leesburg</b><br>945 Edwards Ferry Road<br>Leesburg, VA 20176-3301<br><b>Telephone: 1-800-435-5137</b><br><b>Toll Free: 1-866-DMVLINE</b><br><a href="http://www.dmv.virginia.gov">www.dmv.virginia.gov</a> | <b>Sterling</b><br>100 Free Court<br>Sterling, VA 20164-3201 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|

## Federal Contacts:

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

|                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>U.S. Small Business Administration</b><br/>Washington District Office<br/>740 15<sup>th</sup> Street, NW, Suite 300<br/>Washington, DC 20005-3544<br/><b>Telephone: 202-272-0345</b><br/><b>Toll-free: 1-800-U-ASK-SBA (827-5722)</b><br/><b>Email: <a href="mailto:answerdesk@sba.gov">answerdesk@sba.gov</a></b><br/><b><a href="http://www.sba.gov/dc">www.sba.gov/dc</a></b></p> | <p><b>Overseas Private Investment Corporation</b><br/>Small Business Information<br/>Information Officer, Office of External Affairs<br/>1100 New York Avenue, NW<br/>Washington, DC 20527<br/><b>Telephone: 202-336-8651</b><br/><b>Toll-free: 800-225-5722</b><br/><b><a href="http://www.opic.gov">www.opic.gov</a></b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Federal Business Requirements:

|                                                                                                                                                                                                                               |                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Contacts for:</b></p> <ul style="list-style-type: none"> <li>• Employee Tax Withholding</li> <li>• Employer ID Number</li> <li>• Federal Unemployment</li> <li>• Individual, Partnership and Corporate Taxes</li> </ul> | <p><b>Internal Revenue Service</b><br/>5205 Leesburg Pike Suite 200<br/>Bailey's Crossroads, VA 22041<br/><b>Telephone: 703-756-6663</b><br/><b>Toll-free: 1-800-829-4933</b><br/><b><a href="http://www.irs.gov">www.irs.gov</a></b></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Federal Citizenship and Immigration:

|                                                                                                                                                                                       |                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <p><b>U.S. Citizenship and Immigration Services (USCIS)</b><br/>Office of Business Liaison: 800-357-2099<br/>National Customer Service Center: 800-375-5283<br/>Fax: 202-305-2523</p> |                                                                                              |
| <p><b>Office of Business Liaison</b><br/>6<sup>th</sup> Floor<br/>111 Massachusetts Ave. NW<br/>Washington, DC 20539</p>                                                              | <p><b>USCIS Washington District Office</b><br/>2675 Prosperity Way<br/>Fairfax, VA 22031</p> |

## Federal Other Permits:

|                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Alcohol, Tobacco, and Firearms Production and Sales</b><br/><b>Bureau of Alcohol, Tobacco, Firearms, and Explosives</b><br/>99 New York Ave. NE<br/>Mail Stop 5S144<br/>Washington, DC 20226<br/><b>Telephone: 202-648-8010</b><br/><b><a href="http://www.atf.treas.gov/">http://www.atf.treas.gov/</a></b></p> | <p><b>Broadcasting</b><br/><b>Federal Communications Commission</b><br/>445 12<sup>th</sup> Street, SW<br/>Washington DC 20554<br/><b>Telephone: 1-888-CALL FCC (225-5322)</b><br/><b><a href="http://www.fcc.gov">www.fcc.gov</a></b></p> |
| <p><b>Food, Drugs and Cosmetics Production</b><br/><b>Food and Drug Administration</b><br/>Small Business Division<br/>5600 Fishers Lane<br/>Rockville, MD 20857<br/><b>Telephone: 1-888-INFO FDA (463-6332)</b><br/><b><a href="http://www.fda.gov">www.fda.gov</a></b></p>                                           | <p><b>Securities Sales</b><br/><b>Securities and Exchange Commission</b><br/>100 F St. NE<br/>Washington, DC 20549<br/><b>Telephone: 202-942-8088</b><br/><b><a href="http://www.sec.gov">www.sec.gov</a></b></p>                          |

# Guide for Doing Business in Loudoun County

A Resource from the Loudoun County Department of Economic Development

## Federal Other Resources:

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Federal Posters</b><br/><b>United States Department of Labor</b><br/><b>Employment Standards</b><br/><b>Administration (ESA)</b><br/>Wage and Hour Division<br/><b>Richmond District Office</b><br/>400 N. 8<sup>th</sup> St., Room 416<br/>Richmond, VA 23219-4815<br/><b>Telephone: 1-804-771-2995</b><br/><b>Toll-free: 1-866-487-9243</b><br/><a href="http://www.dol.gov">www.dol.gov</a></p> | <p><b>Minimum Wage-Fair Labor Standards Act</b><br/>and the<br/><b>Walsh-Healy Public Contracts Act</b><br/><b>United States Department of Labor</b><br/>Frances Perkins Building<br/>200 Constitution Ave, NW<br/>Washington, DC 20210<br/><b>Telephone: 1-866-4-USA-DOL</b><br/><a href="http://www.dol.gov">www.dol.gov</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|